

NEW
TRIER

TOWNSHIP
HIGH SCHOOL
DISTRICT 203

2023-2028

Agreement

Between

The New Trier Township High School
District 203 Board of Education

The New Trier Township
Education Association,
IEA-NEA



**NEW TRIER
HIGH SCHOOL**

AGREEMENT

between the

BOARD OF EDUCATION

NEW TRIER TOWNSHIP HIGH SCHOOL

DISTRICT 203

COOK COUNTY, ILLINOIS

and the

NEW TRIER TOWNSHIP HIGH SCHOOL

EDUCATION ASSOCIATION

for

SCHOOL YEARS
2023-24, 2024-25, 2025-26, 2026-27,
2027-28

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INTRODUCTION

Agreement between the Board of Education of New Trier Township High School District 203 of the State of Illinois and the New Trier Township High School Education Association.

This Agreement is made and entered into on the 5th day of June, 2023, by and between the Board of Education of the New Trier Township High School District 203 of the State of Illinois (hereinafter referred to as the Board) and the New Trier Township High School Education Association (hereinafter referred to as the Association).

PREAMBLE

Recognizing that the prime purpose of the New Trier Township High School is to provide education of the highest quality for the children of the Township, we, the undersigned parties to this Agreement, agree to the following principles:

- A. The Board, elected by the citizens of New Trier Township High School District 203, is a public body established under and with duties, powers, responsibilities, and rights provided by the laws of the State of Illinois and the applicable rules and regulations of administrative agencies issued under such laws.
- B. The Superintendent of the New Trier Township High School (hereinafter referred to as the Superintendent) is the executive officer of the Board and as such administers and directs the operation of the high school in accordance with the policies and decisions of record of the Board.
- C. Although the professional staff of the New Trier Township High School shares with the Board and the Superintendent responsibility for providing to students of the high school education of the highest quality consistent with the policies of the Board, the professional staff has the major role in direct contacts with students.
- D. The Association recognizes that the basic duty of each professional employee is to use their skill and expertise in the most effective and proper manner to improve the quality of education of students enrolled in the high school.
- E. The Board and Association acknowledge the importance of their longstanding tradition of collaboration, cooperation, and mutual respect, which enables a professional culture that most effectively promotes a respectful learning environment that is in the best interests of the students.
- F. The Board and Association acknowledge that effective communication relies on a climate in which free inquiry, honest discussion, and diversity of people and viewpoints are valued.
- G. The Board and Association are committed to allowing for time to collaborate to develop innovative ideas, resolve problems, and discuss changes that impact the institution in a manner that builds understanding and trust amongst all constituents.

- H. The Board and the Association affirm their continued support of a policy of no discrimination on account of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, age, ancestry, marital status, citizenship status, work authorization status, pregnancy, marital status, order of protection status, military status, unfavorable military discharge status, genetic information, physical or mental handicap age, or disability.

Article I.

RECOGNITION

- A. For the purpose of collective negotiations with respect to wages, hours, and terms and conditions of employment, the negotiation of this Agreement and any questions arising thereunder, the Board recognizes the Association as the exclusive representative of all professional employees required to hold a professional educator license (hereinafter referred to as faculty members or faculty) of the Board, during the term of this Agreement, excepting administrative staff.
- B. The Board shall not be required to bargain over matters of inherent managerial policy, which shall include such areas of discretion or policy as the functions of the District, standards of service, its overall budget, the organizational structure and selection of new employees and direction of employees.

In order to provide quality education, the Board may establish task forces, ad hoc committees, study groups, or any other methodology it deems advisable, and shall have the unilateral right to alter the structure of any such group. If the reports and recommendations from such task forces, committees, and groups are transmitted to the Board by the Superintendent, copies will be provided to the Association for its review. The Association may also submit its own reports to the Board.

- C. In recognition of the mutual commitment of the Board, administration, and Association to maintain open communications, the Board agrees to meet with representatives of its faculty informally not less than once each semester during each school year, to discuss items of mutual concern.
- D. The Association agrees to represent equally all members of the professional staff employed by the New Trier Township High School District without regard to membership in, participation in, or association with the activities of the Association or any other professional employee organization.

Article II.

NEGOTIATING PROCEDURES

A. Negotiation Meetings

Meetings for the purpose of negotiating a new Agreement shall commence on or about February 1. The parties shall arrange for a mutually agreeable time and place for an initial meeting and shall make arrangements for additional meetings thereafter.

B. Documents to Furnish

The Board and Association shall furnish to each other items listed in Appendix V. Nothing in this Agreement shall obligate either the Board or the Association to furnish the other with

confidential information or with material compiled by organizations and distributed for use by the membership.

C. Results of Negotiations

Understandings reached in the negotiations shall be submitted in writing to the Board and the Association for ratification. Ratification by the Board shall occur at a meeting which is open to the public. Upon ratification, the Agreement shall be signed by the Presidents of the Board and the Association.

D. Resolving Disagreements

The parties pledge themselves to negotiate in good faith on such matters as have been enumerated in the Agreement and, in the event of the failure to reach understanding, to use in good faith mediatory facilities. The mediation process shall be instituted in accordance with the Illinois School Code and the costs for any mediator shall be shared equally by the Board and the Association.

Article III.

SCHOOL RULES AND SUPERVISORY ASSIGNMENTS

A. School Rules

The Board, the administration and the faculty members recognize a shared responsibility to maintain control and discipline on school premises. The Board and the administration agree to give reasonable support and assistance to all faculty members in this respect. Similarly, all faculty members accept professional responsibility for actively participating in the maintenance of respect for school rules and regulations and for all members of the school community.

B. Supervisory Assignments

By March 1 of each year, the administration will form a committee of members of the administration and faculty to determine for the next school year those areas requiring supervision and the faculty members to be exempted from all or some supervision, and to review disputes over supervisory assignments. The committee also will identify essential positions for hall supervision and, whenever practicable, make an effort to decrease the hall supervision assignments made each quarter. Faculty members who believe their assignments to be inequitable may petition the committee for review or revision of their assignment.

A supervisory load shall be assigned as follows:

1. Four-fifths and full-time faculty members whose assignment is based on fifths may be assigned a maximum of two quarters of supervision three times per week per school year.
2. Three-fourths and full-time faculty members whose assignment is based on fourths may be assigned a maximum of one quarter of supervision three days per week faculty members

3. Part-time faculty members (1/5 to 3/5) may be assigned a maximum of one quarter three times per week of supervision per school year.

The President of the Association, its immediate Past President, President Elect, Faculty Senate President and President Elect, the Co-chairpersons of its Professional Agreement Committee in a negotiation school year, and Co-chairpersons of its Professional Rights and Responsibilities Committee shall be relieved of all extra duty assignments (study halls, hallway supervision, lunchroom supervision, etc.) during the school year of their tenure in office.

Faculty members with classes combined due to sectioning shall be relieved of all extra duty assignments during the school year. Faculty who commute between campuses will be relieved of all extra duty assignments (study halls, hallway supervision, lunchroom supervision, etc.) for days on which they change campus on the same student attendance day.

Those faculty members assigned cafeteria duty shall be paid a minimum of \$675 per quarter for five days per week. Only volunteers may be assigned more than one quarter of cafeteria duty. These stipends will be prorated if the faculty member is working fewer than five days per week.

Article IV.

FACULTY MEMBER AND ASSOCIATION RIGHTS

A. Legal Counsel

In any legal proceeding in which the Board's interests are not adverse to the faculty member's interests, the faculty member may be represented by legal counsel appointed by the Board to defend it or the faculty member for actions taken by the faculty member in carrying out Board policy. Counsel shall be provided upon written request of the faculty member to the Board, and the faculty member shall be promptly advised in writing of the counsel so appointed. In making such an appointment, the Board shall endeavor to select counsel which is acceptable to the faculty member and appropriate to the proceedings. Counsel will advise the faculty member as to the faculty member's rights and obligations with respect to the proceedings, and no deduction shall be made from a faculty member's salary for time spent with counsel in the defense of such proceedings. In accordance with the applicable provisions of the School Code, the Board shall provide indemnification and protection against claims and suits.
faculty member

B. Voicing of Personal Grievance

The Board will not entertain charges or complaints against individual employees by persons who address it during a Board meeting. Rather, a charge or complaint against an employee must be in writing to the Board and signed by the person who makes it, and the Board will refer any such charge or complaint for appropriate review, taking into consideration the procedural due process rights of the individual in question.

C. Association Membership

The Board agrees that membership in the Association, participation in any activities of the Association or the institution of any grievance, complaint, or proceeding under this Agreement shall not affect the terms or conditions of employment of any faculty member.

D. Office Space and Equipment

The Board shall continue to assign office space and permit the use of office equipment by the Association, unless the demand for space necessitates other arrangements.

E. School Vehicles

When requested by the sponsor, it is agreed that commercial vehicles or school vehicles shall be provided to transport students to school activities approved by a Principal.

F. Privacy

Consistent with the Board's authority and obligation under the law relating thereto, the private and personal life of any faculty member is not within the concern or attention of the Board.

G. Faculty Member Personnel File

1. A master file of materials relating to a faculty member shall be maintained in the District Human Resources Office.
2. At the faculty member's request, all materials placed in the faculty member's personnel file and originating within the District shall be made available to the faculty member for inspection (except as provided in subsection 3) in the presence of the person(s) responsible for keeping the files. A representative of the Association may, at the faculty member's request, accompany the faculty member in this review.
3. Confidential references obtained by the District in considering the faculty member for employment shall not be made available for inspection by the faculty member. The person(s) responsible for keeping the files shall remove such information in the presence of the faculty member.
4. Faculty members may place in their files materials which they would regard as pertinent to their professional record.
5. Faculty members will be notified by the administration of any complaints that are placed in their file.
6. Attached as Appendix I to the Agreement is a list defining the contents of the master file of a faculty member employed by the District.

H. Outside Employment

The employment of a faculty member outside of the school during the school year shall be at the discretion of the faculty member, but any such employment must not interfere with the efficiency of the faculty member in the school or conflict with any school responsibility they may have. Proven neglect of school duties for other employment will be sufficient grounds for dismissal. Any outside employment during the school year or in the summer months shall not be obtained, solicited, or pursued through the use of any school facilities, school contracts, or student organization affiliated with the School District, unless specifically approved by the Superintendent.

I. School Calendar

The Superintendent or their designee will discuss the school calendar with the Association's Executive Council prior to recommending the calendar to the Board for adoption. If the emergency days are not required for emergencies, they will not become faculty member work days, except for those faculty members required for graduation duty and final checkout, as determined by the Superintendent.

J. Test Make-Up Center

A test make-up center shall be maintained. A clerk will be available to supervise the test make-up work supplied by faculty members and may be assigned to other duties by the administration which will not interfere with the maintenance of the test make-up center.

K. Conference Space

When facilities are being designed or redesigned to accommodate new trends in teaching and learning, plans shall include increased space for private faculty study and faculty conferences.

L. Faculty Safety

The District is committed to maintaining a safe and healthy working environment for employees and for providing the protections employees are entitled to under relevant law, including but not limited to the Illinois Workers' Compensation Act and the Family and Medical Leave Act.

Faculty members who are injured at work or have other personal health concerns that impact their employment should bring such matters to the District's Human Resources Department to access any benefits to which they may be entitled, such as coverage under the District's Workers' Compensation insurance and leave pursuant to the Family and Medical Leave Act. Accident reports must be filed with the Workers' Compensation Claims Administrator within forty-eight (48) hours of the accident, unless the employee is incapacitated due to the incident.

If the employee qualifies for coverage under Workers' Compensation Insurance and the injury is determined to be compensable, the District will provide benefit time to cover any injury-related absence that is not covered by Workers' Compensation:

- If the employee is absent less than 14 days due to the injury, there will be no loss of employee's benefit days for the first three days for which there is no Workers' Compensation Insurance.
- When an employee is approved for Workers' Compensation leave, an employee is paid two-thirds ($\frac{2}{3}$) of their salary through Workers' Compensation Insurance. So that the employee does not lose earnings as a result of the work-related injury, the District will pay the employee the remaining one-third ($\frac{1}{3}$).

If the employee's salary is continued while absent due to an injury incurred while on duty, the Workers' Compensation checks must be given to the District.

Article V.

PAYROLL DEDUCTIONS

- A. The Board agrees to deduct from faculty members' salaries organization dues for the local, state, and national education associations, or any combination of these organizations, as the faculty members individually and voluntarily authorize the District's business office. The deductions shall be in equal installments beginning with the pay period following receipt of the list of the respective organization dues, and the amount deducted shall be transmitted to such recipients as may be authorized and directed by the above respective organizations.
- B. Each of the aforementioned organizations shall certify to the business office in writing the current rate of its membership dues.
- C. Each faculty member who desires to authorize such deductions shall file with the business office a signed and dated membership application.
- D. Payroll deductions shall be made available to each faculty member for the Partnership Financial Credit Union upon written authorization of the said faculty member.
- E. The Association agrees to indemnify and hold the Board harmless against any and all claims, suits, or any forms of liability arising out of the Board's deduction from a faculty member's pay for authorized Association dues and authorized Partnership Financial Credit Union payments.
- F. Payroll deductions shall also be made available to each faculty member for items approved by the Superintendent or their designee upon written authorization of the faculty member.

Article VI.

SELECTION AND ADOPTION OF LIBRARY BOOKS, TEXTBOOKS, SOFTWARE, AND OTHER INSTRUCTIONAL MATERIALS

- A. The freedom of the faculty to select textbooks, library books and other instructional materials is a professional privilege. Board of Education policy supports academic freedom as basic to both democracy and public education. The Board expresses good faith in the faculty's capacity to select educational materials using professional judgment.
- B. The Superintendent shall establish and maintain a process for the budgeting and selection of instructional materials.

Instructional materials, including textbooks, will be selected on the basis of their merit as aids to instruction in specific courses, as judged by the department concerned and approved by the department chair and the Assistant Superintendent for Curriculum and Instruction.

Instructional materials, including library books, will be selected on the basis of their merit as aids to instruction across all curricular areas, as judged by the Library Department faculty and approved by the department chair and the Assistant Superintendent for Curriculum and Instruction.

- C. A list of basic and supplementary instructional materials used in the District, including cost to students and families, shall be revised periodically by building administrators under the direction of the Superintendent and shall be made available to the Board of Education and professional staff as a reference.
- D. In the event of adverse criticism by third persons of instructional materials approved by the Board, and petitions for censorship, removal or expurgation of content deemed by a critic or critics to be offensive on moral, political, religious, or other grounds, the Board shall act as follows:
 - 1. All objections and complaints regarding the use of any instructional or educational materials shall be submitted to the Superintendent in writing and signed by a resident of the District.
 - 2. Such objections will first be reviewed by a committee of the faculty competent in the field of study to which the book or film or other instructional material belongs.
 - 3. The committee will submit its findings in writing to the Superintendent who will convey them with their recommendations to the Board.

Article VII.

LEAVES

A. Introduction

Subject to the specific provisions below regarding types of leaves and their specific benefits, it is the intent of the Board that all requests for leave be handled in a fair, equitable and non-discriminatory manner. To this end, the Board and Association shall work together to educate and inform Primary Supervisors and faculty members about the leave provisions and benefits provided herein, and to encourage faculty members to fully exercise their rights. Periodically, the Director of Human Resources, in consultation with the Association, will provide information on leave procedures to ensure consistency of understanding and application by Primary Supervisors.

B. Sick Days

Newly hired full-time faculty members will receive 180 sick days. Newly hired part-time faculty members will also receive 180 sick days, but the days will be proportionate to their full-time equivalent status (e.g., a two-fifths faculty members would receive 180 two-fifths sick days).

Faculty members who have a change to their full-time equivalent status shall have their accumulated sick leave days converted to match their current full time equivalent status (e.g., a two-fifths faculty member with 200 two-fifths accumulated sick days who becomes full-time would then have the sick days converted to 200 full day sick days). Each subsequent school year, returning full-time and part-time faculty members will receive 14 sick days to be added to the net number that they had prior to that school year.

Sick days may be accrued up to a maximum of 360 days. The parties further agree that if legislation is enacted or administrative rules adopted during the life of this Agreement that reduces what a member may receive for unused, uncompensated sick leave days to one year of creditable service, the maximum number of sick days that may be accrued will be 240 days.

C. Temporary Disability/Medical Leave

A faculty member may apply for a temporary disability/medical leave upon submission of medical evidence of the faculty member's inability to work for medical reasons, including pregnancy, childbirth, or a related medical condition. A temporary disability/medical leave is defined as one that exceeds any period of medical leave to which the employee is entitled under the FMLA or sick leave days, whichever is greater.

The purpose of this leave is to ensure that a faculty member is able to be absent from work for medical reasons for a period of up to two calendar years without loss of employment. This leave may be used to supplement FMLA leave or paid sick days if they total less than two calendar years so that the total absence including both paid and unpaid time does not exceed two

calendar years. This leave is unpaid except to the extent a faculty member qualifies for the long-term disability insurance referred to in Article XI, Section K

A faculty member who desires to utilize this leave must notify the Board as early as possible but no later than ninety days prior to the commencement of the leave, unless medical reasons necessitate shorter notice. Every three months, the faculty member shall provide written medical certification of inability to work unless a prior certification has established a definite longer period. If a faculty member is on leave on or about March 1 of any year, the faculty member shall inform the District of their best estimation based on consultation with their physician whether he or she will be able to return to teaching in the fall. A faculty member returning to work from this leave shall submit written medical certification of their ability to resume regular teaching duties. The faculty member who returns to work during the school year may be assigned until the end of the year to a position other than as a regular classroom faculty member. Thereafter, the faculty member shall return to a teaching position of equal responsibility to the one occupied in the District before the leave, unless such position has been eliminated. If a faculty member does not return to work at the conclusion of their leave, the faculty member's employment shall be deemed terminated, except that the leave may be extended for a short, defined period to accommodate the medical conclusion of a disability.

During leave a faculty member may maintain their health insurance coverage by paying the entire premium on a timely basis.

D. Adoption Leave

A faculty member may apply for and shall be granted upon request the use of up to six calendar weeks of accumulated sick days for adoption. The faculty member must notify the Director of Human Resources of the date the child is expected to be received, and if the date changes, the faculty member must notify the Director of Human Resources of the change.

A tenured faculty member may apply for and shall be granted upon request additional adoption leave without pay. The faculty member shall inform the Board of their desire for such leave no later than ninety days prior to the commencement thereof, except in the case of emergency. Adoption leave, shall be granted for a period of time not to exceed the opening day of school in the academic year following the first anniversary of birth or adoption. Leave under this Section may not be appended to any other unpaid leave to create a total period of paid and unpaid leave in excess of two years.

The Superintendent, upon request, may grant up to an additional year. To the extent permitted by law, faculty members on such leaves may pay their contributions to the Faculty members' Pension and Retirement Fund.

E. Child Rearing Leave

A tenured faculty member may apply for and shall be granted upon request child rearing leave without pay. The faculty member shall inform the Board of their desire for such leave no later than ninety days prior to the commencement thereof, except in the case of emergency. Child rearing leave, along with any related disability leave, shall be granted for a period

of time not to exceed the opening day of school in the academic year following the first anniversary of birth or adoption. Leave under this Section may not be appended to any other unpaid leave to create a total period of paid and unpaid leave in excess of two years.

The Superintendent, on request, may grant up to an additional year of child rearing leave. To the extent permitted by law, faculty members on such leaves may pay their contributions to the Faculty members' Pension and Retirement Fund.

F. Family and Medical Leave

In compliance with the Family and Medical Leave Act (FMLA), New Trier Township High School District 203 shall grant eligible faculty members unpaid family and medical leaves of absence under the following terms and conditions.

1. Eligibility for Family and Medical Leave

To be eligible for a family or medical leave, a faculty member must:

- a. have been employed by the District for at least 12 months (not necessarily consecutive); and
- b. have worked for the District at least 1,000 hours during the previous 12-month period.

2. Purpose of Family and Medical Leave

a. Medical Leave

To care for the faculty member's child, spouse or parent with a serious health condition or if the faculty member is unable to perform the essential functions of their job because of the faculty member's own serious health condition.

b. Family Leave

To attend to the birth of the faculty member's child or placement of a child for adoption or foster care with the faculty member. Any such leave must be completed within 12 months of the birth or placement.

c. Military Involvement

To address "qualifying exigencies" that arise because the faculty member's spouse, son, daughter, or parent is a member of the Armed Forces who is on or has been notified of an impending covered active duty deployment to a foreign country or to care for a spouse, son, daughter, parent, or next of kin who is a "covered service member," while that individual is undergoing medical treatment, recuperation, or therapy or in other limited circumstances.

3. Duration of Scheduling of Family and Medical Leaves

- a. The District will grant faculty members up to 12 workweeks (60 workdays) of family and medical leave in a rolling 12-month period.
- b. Leave may be taken:
 - (1) in one 12-week period;
 - (2) in two or more leaves totaling 12 work weeks;
 - (3) intermittently in the case of a family or personal medical leave, when medically necessary, with the days/weeks of leave equaling 12 work weeks;
 - (4) as part of the reduced work schedule in the case of a family or personal medical leave, when medically necessary, with the hours/days of leave equaling 12 workweeks.
- c. For purposes of this policy, “instructional employees” are those faculty members whose principal function is to teach students in a class, small group or individual setting. Classroom faculty members, athletic coaches, and driving instructors are considered “instructional employees.” Counselors and psychologists are not considered “instructional employees” under the law; accordingly, the more restrictive intermittent leave language applicable to instructional employees does not apply to them.
- d. When an instructional employee requests an intermittent or reduced leave schedule that amounts to more than 20% of the total number of working days during the period over which the leave extends, the District may require the instructional employee either:
 - (1) to take full-time leave for a particular time period not greater than the duration of the planned treatment; or
 - (2) to temporarily transfer to an available alternative position that better accommodates the recurring periods of leave.
- e. When an instructional employee requests a leave near the end of an academic semester, the District may require the employee to continue the leave until the semester is over if:
 - (1) the leave begins more than five weeks before the end of the semester, will last at least three weeks, and return will occur during the final three weeks of the semester; or
 - (2) the leave, taken for reasons other than the employee’s own serious health condition, begins during the last five weeks of the semester and will last more than two weeks; or
 - (3) the leave, taken for reasons other than the employee’s own serious health condition, begins during the last three weeks of the semester and will last more than five working days.

- f. When an instructional employee requests a leave near the beginning of an academic semester, the District may require the employee to start the leave at the beginning of that semester in order to provide instructional continuity in the classroom.
- g. Eligible employees are also entitled to up to 26 workweeks of leave in a single 12-month period to care for a spouse, child or next of kin who is a covered service member. For details, refer to the District's FMLA policy.

4. Employee Notice of Family and Medical Leave

- a. A faculty member requesting a family or medical leave must provide notice to the District as soon as practicable. Where the need for a leave is foreseeable (e.g. for the birth of a child or planned medical treatment), the faculty member must provide the District with at least 30 days' advance notice. If the faculty member fails to provide 30 days' notice for a foreseeable leave, the District may delay the start of the faculty member's leave until required notice is provided.
- b. In the case of a request for intermittent/reduced schedule leave or leave for planned medical treatment, the faculty member shall, at the District's request, schedule such treatment so as not to unduly disrupt the District's operations.

5. Medical Certification for Family and Medical Leave

- a. In requesting a leave, a faculty member must provide sufficient facts to demonstrate that the leave qualifies under the FMLA.
- b. In the case of a request for a medical leave, the faculty member must provide, within 15 days of the District's request, a medical certification from the faculty member's health care provider that the leave is necessary because of their serious health condition or the need to care for a spouse, child or parent with a serious health condition. For the faculty member's own medical leave, such certification must include a statement that the faculty member is unable to perform one or more essential functions of their position.
- c. For purposes of this policy only, a serious health condition is generally defined as an illness, injury, impairment or physical or mental condition that involves (further details regarding the definition can be found in the District's FMLA policy):
 - (1) a period of in-patient care in a hospital, hospice or residential medical facility;
 - (2) a period of incapacity due to pregnancy, or one requiring absence from work, school or other regular daily activities for more than three calendar days and involving continuing treatment by a health care provider; or

- (3) continuing treatment by a health care provider for a chronic or long-term condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three days.
- d. The District, at its expense, may require a second opinion from a second health care provider. When the second opinion conflicts with the first, the District may require a third opinion from a health care provider to be approved jointly by the faculty member and District.
- e. A faculty member on leave may, at the District's request, be required to report every 30 days on their status and intention to return to work and, in the case of a medical leave, provide periodic recertification by a health care provider.
- f. The District may deny leave to faculty members who do not provide proper medical certification or delay leave until they provide adequate certification.

6. Compensation and Benefits

- a. Family and medical leaves granted under this policy are unpaid except that, if the reason for the leave qualifies for sick day usage, the faculty member is required to use accrued sick days before unpaid family or medical leave is provided. Exceptions to this practice may be granted at the discretion of the Director of Human Resources. The total of paid sick days and unpaid leave used for the purposes covered by this policy will be considered as Family and Medical Leave under this policy and under the FMLA. Tenured faculty members will be permitted upon written request to delay use of FMLA leave for up to six calendar weeks after qualifying for such use during a continuous absence anticipated to last longer than six weeks.
- b. A faculty member on family or medical leave will continue to be covered under the District's health insurance and dental plans under the same terms as if the faculty member had been continuously working during the leave period, provided that:
 - (1) coverage shall end when the faculty member notifies the District of their intent not to return to work, fails to return on the scheduled date or exhausts their family and medical leave rights under this policy;
 - (2) the faculty member will be required to pay their share of applicable premium payments at the same time as such payments would be made if by payroll deduction. Coverage may lapse if a faculty member's premium payment is more than 30 days late;
 - (3) the District may recover its premium cost if the faculty member fails to return to work following an approved, unpaid leave unless the reason for the failure to return is a serious health condition of the faculty member, spouse, parent or child or other circumstances beyond the faculty member's control. In this event, the District may require a certification of the

existence of a serious health condition which the faculty member must provide within 30 days of the request.

7. Employment Status

Upon the conclusion of an approved leave, the faculty member will be restored to their former position or to an equivalent position (with respect to pay, benefits and other terms and conditions of employment) with any general pay increase or benefits enhancements granted during the leave, provided that:

- a. upon the return from FMLA leave, a faculty member may be required to present medical certification from a health care provider that they are able to perform the essential functions of the job and that their serious health condition no longer prevents a return to work;
- b. a faculty member returning from leave has no greater rights to a position or benefits than had he or she been continuously working during the leave period (e.g. in the case of lay-off);
- c. where the faculty member seeks an intermittent/reduced schedule medical leave, the District may temporarily transfer the faculty member to an available alternative position with equivalent pay and benefits for which the faculty member is qualified if the transfer better accommodates the requested recurring periods of leave; and
- d. a faculty member on an approved leave may not perform work for another employer during that leave.

8. Compliance with Law and Policy

This provision is intended to address the most common issues associated with FMLA leave. The District maintains a detailed FMLA policy, which provides additional information, with which the District shall comply. If any aspect of this provision is determined to be inconsistent with the District's policy, this provision shall control, but where this provision or this Agreement is silent, the District's policy shall control.

G. Absence for Professional Reasons

Absence for professional reasons requested in writing and approved in writing by the Department Chair/Coordinator and Assistant Superintendent for Curriculum and Instruction will not entail loss of salary, except that if a faculty member absent for professional reasons receives compensation for some considerable participation in a professional undertaking, that faculty member will reimburse the Board for the amount of compensation equal to the salary received. There will be no reimbursement to the Board where only an honorarium is received. Whenever reimbursements are required under this clause, written notice thereof shall be given by the Assistant Superintendent of Curriculum and Instruction.

H. Personal Business Leave

The Board shall grant each faculty member three (3) days of personal business leave with pay per school year for urgent business or family matters that require the faculty member's presence during the school day and are of such nature that they cannot be transacted at another time, such as on the weekend, after school hours, or during vacation periods.

Application for personal business leave shall be made by the faculty member through the faculty member's supervisor to the Director of Human Resources through the online absence management process. Except in the case of an emergency, applications shall be made at least one week in advance of said leave, if possible.

The day immediately preceding or immediately following a legal holiday or a school vacation period ordinarily shall not be recognized as a personal business leave day. The Director of Human Resources may make exceptions to this rule in unusual circumstances provided the reason is in writing.

Under extenuating circumstances, the Director of Human Resources shall have the authority to extend the number of personal business days beyond the specified three (3) days, provided written notice with reason(s) is submitted to the Director of Human Resources. Unused personal leave at the end of the school year shall be added to accumulated sick leave to the maximum provided.

I. Jury Duty

There will be no loss of salary to a faculty member because of the time spent in jury duty, except that the Board may require the reimbursement of the amount of compensation received for said jury duty. Further, there will be no loss of salary for absence due to legal obligations of a command nature, such as court appearances or attendance to pre-induction, selective service requirements and/or classification appeals.

J. Non-medical Leave of Absence

Upon recommendation of the Director of Human Resources and approval by the Board of Education, tenured faculty members may be granted a non-medical leave of absence without pay or advancement of step on the salary schedule for the term of the leave (see Section XIV A regarding seniority). Non-tenured faculty members in their fourth consecutive full-time year may be granted such leave for the following year, subject to the acquisition of tenure. Such leave may be granted for up to two (2) years, either initially or upon extension by the Board during the term of the leave.

Except in situations beyond the employee's control or other emergency, requests for a leave of absence for all or part of the ensuing year must be made in writing to the Director of Human Resources no later than February 1 of the immediate school year, and the Director of Human Resources shall acknowledge receipt thereof. The Director of Human Resources may recommend that the Board grant a year of experience on the salary schedule when, in their judgment, the faculty member's leave of absence is of unusual benefit to the District. At the end

of the Leave of Absence, the faculty member will return to a teaching position of equal responsibility to the one occupied in the District before the leave, unless that responsibility is reduced before the leave commences. If the faculty member is part-time when the leave commences, and desires to return to an increased class load at the end of the leave, then he or she will request an increase in class assignments as outlined in Article X, Section A.

A faculty member may apply to the Director of Human Resources for such year of experience on the salary schedule either prior to or upon return from the leave. Such application shall set forth in detail the specific benefit(s) which the experiences of the leave are to bring to the District.

To the extent permitted by law, faculty members on such leaves may pay their contributions to the Teachers' Pension and Retirement Fund. Leave under this Section may not be appended to any other unpaid leave to create a total period of paid and unpaid leave in excess of two years.

K. Teacher Exchange Programs

Upon recommendation of the Superintendent, leaves for exchange teacher positions under either state, national, or international programs may be granted by the Board to teachers who have acquired tenure in the District. The Board shall compensate any teacher granted such leave on the basis of said teacher's regular salary status. Any period served as an exchange teacher shall be applied to the salary schedule set forth in the Agreement as if such period had been served by the teacher in the District. The teacher on exchange leave also shall continue to receive the fringe benefits granted to other teachers currently teaching in the District. The Board shall deduct from the teacher's salary the contribution to the teachers' retirement system required of the person on exchange leave computed on the teacher's annual basic salary.

L. Sabbatical

A faculty member may be granted a sabbatical leave of absence of either one semester or one year after completion of six years of full-time service at New Trier Township High School for the purpose of (1) study and scholarly pursuits, (2) travel as approved, or (3) such other purposes as may be adjudged proper by the Department Chair, the Principal, the Superintendent, and the Board of Education. The following provisions will govern such leaves:

1. The faculty member on leave shall in no case receive less than the minimum provided in the School Code or one-half their basic salary, whichever is greater.
 - a. In addition, they shall continue to receive the fringe benefits granted to staff members currently teaching in the District.
 - b. Both the Board's and the faculty member's contribution amounts to TRS will be calculated on the annual full-time equivalent salary rate under which the member last received earning immediately prior to the leave or a proportionate part of such rate for a partial year of sabbatical leave credit. The faculty member's contribution will be deducted from the member's pay.

2. A faculty member on leave may not engage in gainful employment of any kind unless the activity is directly related to the purpose for which the sabbatical leave is granted, and the supplementary income so earned, when added to the sabbatical leave income, shall not exceed the faculty member's annual basic salary rate they would have received had they remained in actual service in the school. The faculty member may accept scholarships or grants for study or research.
3. A faculty member accepting the sabbatical leave must agree to return to teach in the District for at least one year following the sabbatical leave or to refund the salary paid to him/her during such leave, unless such return and performance is prevented by illness or incapacity.
4. The faculty member will return to a teaching position of equal responsibility to the one that they occupied in the District before the leave, and time spent during this leave will be considered to be a year's service in contractual considerations.
5. Other things being equal, priority shall be given to faculty members requesting leave according to the purpose of their leave, as follows: (1) study and professional improvement, (2) travel combined with study, and (3) other purposes. Other priorities (other things being equal): (1) faculty members applying for their first sabbatical leave over those applying for their second sabbatical leave in the District, (2) faculty members senior in service in the District over those with shorter service, (3) faculty members with longer total teaching experience over those with less experience, and (4) a year's leave over a semester's leave.
6. Applications for a sabbatical leave for all or part of the ensuing year must be filed with the Superintendent no later than February 1 of the immediate school year, and the Superintendent shall acknowledge receipt thereof. Applicants are required to set forth in detail the intended purposes of the leave and the benefit to the District. The District will monitor the approved activities and benefits to the District during and after the sabbatical leave, with the expectation that the faculty member will share results of study and travel with students and colleagues. All applications will be forwarded to the Board of Education and the Superintendent shall make known decisions on all requests for sabbaticals on or before March 15. If an application is denied, the Superintendent shall give the applicant a written statement indicating the reasons for denial.

M. Conference Attendance

Faculty members are encouraged to attend local, state, and national conferences and conventions for the purpose of professional growth and mutual benefit to the faculty member and the school. Requests for approval must be filed with the Assistant Superintendent for Curriculum and Instruction well in advance of the date of the conference. Expenses of attendance, as approved by the Superintendent or their designee and supported by vouchers and receipts, will be paid by the District. Department chairs will be requested annually to recommend conferences and conventions that particular faculty members shall attend and the anticipated expenses therefore. Department chairs will also be consulted throughout the school year for further recommendations of current conferences and conventions. The Principal, Assistant Superintendent for Curriculum

and Instruction and the Superintendent shall review such requests and make recommendations to the Board for inclusion of the necessary sums in the annual budget. The Board agrees to include at least \$45,000 in the annual budget for such attendance at conferences and conventions.

N. Association Business

When it is necessary for officers and committee members of the Association to engage in Association activities directly related to the Association's duties as representatives of the faculty members, they shall be given such free time, without loss of pay, as is necessary to perform any such activities. The Association and its officers recognize and agree that this privilege will be exercised judiciously.

Article VIII.

PROJECTS OF EXCELLENCE AND INSTRUCTIONAL AND PROFESSIONAL GROWTH GRANTS

A. Projects of Excellence

1. Application

A faculty member in the District will be eligible to apply for a Project of Excellence for the purpose of program improvement projects, as may be adjudged proper by the Department Chair, the Assistant Superintendent for Curriculum and Instruction and the Assistant Superintendent for Special Education and Student Services. Grants in the form of released time for such projects that will enhance the excellence of the District may be awarded to support an effort initiated by the faculty member, the department chair, or the administration, and specifically directed to the improvement of curriculum, guidance, and instruction in the District. Applications are due to the Assistant Superintendent for Curriculum and Instruction by February 1. If an application for a Project of Excellence is denied, the administration will give the applicant a written statement indicating the reasons for denial by May 1. In cases where the released time requested exceeds that available for the next school year, the Assistant Superintendent for Curriculum and Instruction and the Assistant Superintendent for Special Education Student Services reserve the right to determine which projects to support based on District needs.

For requests adjudged to be of equal value to the District, as determined by the administration, the following guidelines shall be followed in the order given:

- a. Faculty members applying for their first project shall be given preference over those who previously have been awarded projects.
- b. Faculty members senior in service in the District shall be given preference over those with shorter service.

- c. Faculty members with greater total teaching experience shall be given preference over those with lesser experience.

2. Released Time

The faculty member awarded a Project of Excellence shall receive released time in the amounts and for the periods specified in the application as approved.

A faculty member accepting a Project of Excellence may not engage in gainful employment which interferes with the purpose of the project or duplicates payment for the work performed under the released time for the project.

B. Instructional and Professional Growth Grants

1. Application

A faculty member in the District will be eligible to apply for an Instructional and Professional Growth Grant for the purpose of program improvement projects, study, or scholarly pursuit as may be adjudged proper by the faculty member's direct supervisor, members of the Instructional and Professional Growth Grant Review Committee, and the Director of Curriculum and Instruction. Grants for work in the summer on such projects that will enhance the excellence of the District may be awarded at the summer per diem rate (per Article XI.I.2) to support an effort initiated by a faculty member and specifically directed to the improvement of curriculum, instruction, and student services in the District

Applications are due to the Director of Curriculum and Instruction by March 1. If an application for an Instructional and Professional Growth Grant is denied, the administration will give the applicant a written statement indicating the reasons for denial by May 1.

For requests adjudged to be of equal value to the District, as determined by the administration, the following guidelines shall be followed in the order given:

- a. Faculty members applying for their first grant shall be given preference over those who have previously received grants.
- b. Faculty members senior in service in the District shall be given preference over those with shorter service.
- c. Faculty members with greater total teaching experience shall be given preference over those with lesser experience.

2. Determination of Grant Amounts

The Director of Curriculum and Instruction will work with members of the Instructional and Professional Growth Grant Review Committee to recommend final amounts

allocated for each grant. Final approval lies with the Assistant Superintendent for Curriculum and Instruction and the Assistant Superintendent for Special Education and Student Services.

Article IX.

VACANCIES

- A. It is desired by the Board to recognize professional employees by promotion from within the ranks whenever practicable, educationally desirable, and consistent with the educational needs of the community.
- B. All known and anticipated permanent vacancies shall be publicized. Such notice shall clearly set forth the specifications, qualifications, compensation rate or range, and certification requirements of the position. Notice shall be announced via e-mail and posted on the District's website for at least ten (10) calendar days in advance of filling such a vacancy. If there is necessity for prompt action as adjudged by the Superintendent, additional notices may be e-mailed to individual faculty members who the Superintendent believes might be interested. The Association President will be copied on such e-mails.
- C. Every faculty member who desires to fill any such vacancy shall file his/her their application using the District's online application system in writing with the Superintendent or his/her designee within ten (10) calendar days following the announcement and posting of the notice of vacancy.
- D. Every professional vacancy in paragraph B above, except those positions excluded by Article I, Section A, shall be filled by an applicant covered by this Agreement if their educational qualifications and experience for the position, together with other qualifications necessary or useful in filling the position, shall be relatively equal to those of any other applicant not covered by this Agreement.
- E. Nothing in the Agreement shall prevent the School Board from making acting appointments until positions can be filled with permanent appointments as provided in this Agreement. Where practicable, faculty members will be given an opportunity to apply for these acting appointments. Time spent in serving in an acting appointment will not be used as an indication of superior qualifications for this position.

Article X.

ASSIGNMENTS

A. Teaching Assignment

A "full-time" faculty member shall carry either four classes and an adviser group or five classes, or the equivalent load as presently determined in certain departments. A part-time faculty member shall carry any proportion of a full-time load or its equivalent as presently determined in

certain departments and shall receive a salary and fringe benefits in direct proportion to the teaching load carried. Class concessions to adviser chairs, department chairs, and others shall continue as defined in Appendix III or as approved by the Superintendent, who will communicate class concessions given in excess of those indicated in Appendix III to the Association President. Any faculty member receiving one or more class concessions shall, upon the discontinuation of said concessions, have the right to return to an equivalent number of sections they had prior to accepting the class concessions in a department in which he or she retains seniority at the start of the following academic year.

A part-time faculty member who desires to increase their class load in the following school year will notify the Director of Human Resources in writing no later than February 1 of the immediate school year, and the Director of Human Resources shall acknowledge receipt thereof. If additional departmental class sections are not available, the part-time faculty member will not be granted additional sections by causing another faculty member's assignment to be reduced. If sufficient departmental class sections are available, the part-time faculty member will be granted additional sections for which they are qualified up to a full load. If more than one faculty member desires to increase their class load, sections will be granted on the basis of seniority. Exceptions may be made based on departmental program needs or other educational program needs. In no case shall the District hire new employee(s) for classroom positions until part-time faculty members, who have provided timely notice, have an opportunity to fill available assignments for which they are qualified for the following school year. This does not preclude the administration from asking part-time faculty members to consider taking additional assignments for the following school year after the February 1 date, nor does it preclude part-time faculty members from accepting additional assignments (subject to seniority restrictions) if offered after the February 1 date. The Association recognizes that the ultimate right of assignment remains with the Administration and Board.

For full-time faculty members, non-departmental assignments shall be considered to be the equivalent of a one-fifth or one-fourth class assignment as presently determined in the faculty member's department. For part-time faculty members, the adviser assignment or any other non-departmental assignment shall be considered to be equivalent of a one-fifth class assignment. For faculty members whose assignment is based on fourths, any combination of four assignments shall be considered a full load.

Upon Board request, a faculty member may agree to accept an assignment in addition to a full load of classes. For assignments greater than ten (10) student attendance days, such faculty member will receive 20% of their base salary prorated for this assignment. For the purpose of calculating the 10 student attendance days: 1) a full block shall be considered two (2) days, 2) a skinny block or an Anchor Day block shall count as one (1) day, and 3) and Advisery is counted as one (1) day. If there is a change to the schedule format, the Superintendent and Association President will meet to adjust these days parameters as needed to provide a similar benefit.

No faculty member with a full load of classes will be asked to accept an additional assignment until the District has made all reasonable efforts to find a part-time staff member and qualified substitute to fill said position. The District shall inform the Association President prior to making the assignment.

The President of the Association also will have a class concession (one-fifth released time or one-fourth released time for a full-time science faculty member).

B. Transfers Between Campuses

The Association and Board agree that the academic program is the primary institutional factor to be considered when making staffing decisions. The Board also recognizes that the frequent transfer of faculty members from one campus to another is disruptive to the educational process and interferes with optimal faculty member performance. Although the Association recognizes that the ultimate right of assignment remains with the administration and Board, the administration and faculty agree to work together to provide a substantial degree of stability for all faculty members.

By the end of the third quarter of each school year, each faculty member will have been polled in writing by their department chair as to preference for academic, extracurricular, and adviser programs in the next school year. When making assignments, department chairs will consider and weigh factors of faculty member preference, expertise, adviser assignment, and curricular and extracurricular program needs. In a case in which such factors are equal, seniority within the department will prevail.

Faculty members who object to their campus assignment have the right to appeal to the Assistance Superintendent for Curriculum and Instruction, and may request that the Chair of the Association's Professional Rights and Responsibilities Committee and/or the Association President be present at the hearing.

C. Class Size

The Board and the Association share a commitment to excellence in education for the young people of this community. The parties agree that class size is an important aspect of New Trier's educational program and is directly related to the effectiveness of a teacher's work. The Board and the Association recognize that fulfillment of such a commitment involves the maintenance of some small classes to accommodate particular needs of students. The parties also agree that allocation of resources outside the classroom is essential to the health, well-being, and academic success of students and can justifiably impact the resources available for the classroom.

Whenever practicable, it is agreed that the median class size of 23 shall not be exceeded. In conjunction with the above sentence, the Board will make a special effort (consistent with the community commitment and its total educational effort) to avoid classes which reach a level of more than twenty (20) percent above the median class size within a department. The parties agree that in cases where a course is being considered for cancellation because of inadequate registration, whenever practicable, the Assistant Superintendent for Curriculum and Instruction shall consult with the Department Chair in considering appropriate educational alternatives, including continuation of the course.

In cases in which a teacher determines in their professional judgment that their class sizes may possibly diminish achievement of the goal of individualized instruction for the students involved,

the teacher may discuss the concern with the Department Chair. The Department Chair may reallocate resources within the department to alleviate the teacher's concerns. If the Department Chair believes that the department does not have sufficient overall resources to ameliorate the teacher's concerns, the Department Chair may seek assistance, including allocation of additional resources, from the Assistant Superintendent for Curriculum and Instruction.

D. Professional Activities

Departmental activities, membership on professional, departmental, or school committees, and after-hour time required by adviser work shall be considered professional activities and shall carry no additional concession or compensation unless otherwise noted herein.

E. Released Time

The Board shall authorize the administration to approve the use of released time for professional development. The Board and the Association shall encourage all members of the faculty to initiate and to participate in in-service training programs and studies of the curricula with the administration. The planning and development of in-service training programs and workshops and curricular studies shall involve members of the teaching staff, department chairs, and the administration. Proposals for programs, workshops, and curricular projects shall be forwarded to the Superintendent and the Board for approval.

F. Substitute Teaching

Faculty members shall not be required to assume the responsibilities of absent faculty members except in short-term emergencies. The Board and the Association agree that in no case shall a faculty member be responsible for providing a substitute faculty member. The Board agrees to make every reasonable effort to provide qualified substitute faculty members when needed. The faculty member is responsible to make every reasonable effort to notify the District by 6 a.m. and no later than 7 a.m. of the morning of the absence.

G. New Faculty Member Orientation

The Board may require new faculty members to attend and participate in new faculty member orientation shortly before the beginning of the school year. Such orientation will consist of up to three weekdays preceding the day on which the returning faculty report. Newly hired faculty members who participate in the orientation will receive an honorarium, equal to one day of summer per diem work for faculty assigned to individualized curricular or program work.

H. Joint Planning of New Faculty Member Orientation and Staff Development

Because New Trier's excellence has been based on a sense of partnership between the administration and the Faculty, for the duration of this Agreement the Board and Association here reaffirm the importance of joint planning for staff development and new faculty member orientation.

Article XI.

SALARY PLAN FOR FACULTY MEMBERS

A. Introduction

The objectives of this salary schedule are to provide salaries which will attract the best faculty members in the country to this school and which will encourage them to contribute their full capacity as educators to the students of the District as a lifetime profession. The policy of the school is to stimulate and reward quality in teaching and to make it possible for outstanding faculty members to achieve a high salary level. These objectives will be pursued by the Board in conjunction with sound and responsible fiscal planning for the use of the District's available financial resources. (When reviewing the salary schedules it should be noted that faculty members did not receive step credit for the 1991-92 school year, although they did receive service credit for scale movement purposes.) Salary schedules are contained in Appendix II.

Included in the amounts indicated on this schedule are all required member payments to TRS.

B. Educational Requirements

All faculty members must have a Bachelor's or higher degree conferred by a recognized college or university and also must meet the requirements of the law of the State of Illinois pertaining to faculty members in this state. Faculty members employed with a Bachelor's degree shall be expected to earn a Master's degree within ten years of the time they are hired as faculty members of the District.

C. Salary Payments

Salaries shall be paid semi-monthly via direct deposit. Direct deposit payments will be made on the 15th day and last day of the month. A faculty member, who has elected to be paid over 20 payrolls, may opt out of direct deposit by notifying the business office in writing. When a payday falls on a holiday or weekend, salaries shall be paid on the last working day prior to such holiday or weekend.

D. Mid-Term Bargaining

If state legislation is enacted prior to the start of the 2027-2028 school term that imposes a property tax "freeze" or a pension "cost shift", or if there is a voter initiated referendum, or if the amount of general state aid to the Board over the previous school year is decreased by 50% or more, either party shall be entitled to invoke mid-term bargaining related to Article XI (Salary) of this Agreement for the final three contract years only.

Property tax "freeze" legislation includes any statutory amendment or revision to the current Property Tax Extension Limitation law ("PTELL") which reduces or otherwise modifies the

Board's tax levy/extension authority under the current tax "cap" (PTELL) limitations. Pension "cost shift" legislation includes any statutory amendment or revision to the Illinois Pension Code which imposes additional annual TRS pension contributions or costs on the District or faculty.

When mid-term bargaining is deemed necessary by either party based upon either of the legislative enactments identified above, or a voter initiated referendum, or a reduction in general state aide, the Board and the Association will initiate interest-based bargaining ("IBB") within sixty (60) days of either party's request for mid-term bargaining. The interest-based mid-term bargaining shall be limited to items addressed in Article XI (Salary) unless the parties mutually agree to extend the scope of mid-term bargaining to other contract issues. Any mid-term agreement(s) reached by the negotiation teams shall be subject to ratification and approval by the Association and Board. In the unlikely event that the negotiation teams are unable to reach an agreement after mediation and impasse, Article XI (Salary) of the Agreement shall expire the day before the start of the next school year and the Board and the Association each reserve their procedural and substantive rights and obligations under the Illinois Educational Labor Relations Act to reach a settlement.

The parties each have one opportunity to invoke mid-term bargaining during the term of this 2023-2028 Agreement.

E. Explanation of Scales

In this section, the terms "Permanent Evaluation Committee for Scale Movement," "Permanent Evaluation Committee," and "P.E.C." shall be used interchangeably.

This section addresses three broad aspects of scale movement: (1) definitions of the various scales and qualifications of these scales; (2) processes for initial evaluation for movement to each scale; and (3) processes for review and reevaluation of scale placement at specific intervals.

To most effectively present their qualifications for scale movement and retention, faculty members should keep their Personnel File, as detailed in Appendix I, current. In addition to the accumulated evidence in the faculty member's Personnel File, other noteworthy aspects of effectiveness might include participation in professional education endeavors at departmental, faculty, township, state, or national levels as well as participation in extracurricular, social, or community activities of New Trier.

Prior to October 15 of each school year, the Director of Human Resources will provide each Department Chair with a list indicating for each department member: (1) the current scale, step placement, and years of experience (as defined in Section F below), and (2) the degree status including the number of recorded graduate hours for those who do not have a Master's degree.

1. Definitions and Qualifications of Scales

Scale I: Bachelor's Degree

Scale I faculty members have a Bachelor's degree.

Scale II: Bachelor's Plus 18

Scale II faculty members have made significant progress toward a Master's degree. Significant progress means completion of at least eighteen (18) graduate semester hours in formal college or university courses.

Scale III: Master's Degree

Scale III faculty members have a Master's degree.

Scale IV: Master Teacher (Merit Scale)

Scale IV faculty members have consistently demonstrated a level of excellence, characterized by a vitality and enthusiasm for their work that ensures freshness of approach and constant creative efforts. These faculty members exhibit continuous growth in subject competence and teaching and counseling skills. They show a high degree of sensitivity to the needs and potential of students and have a constructive and creative impact on their departments or areas of primary assignment. They project a positive image of their profession and of New Trier.

Scale IV faculty members have a Master's degree, have completed a minimum of eight (8) years of teaching, with at least two (2) years at New Trier, and have been recommended by the Permanent Evaluation Committee for Scale Movement and approved by the Board of Education (as outlined below).

Scale V: Leader Teacher (Merit Scale)

Scale V faculty members, by their excellence, are the core, soul, and conscience of New Trier. These faculty members are identified by their success in working with New Trier students and by the embodiment of leadership qualities that transcend assigned responsibilities. The leadership shown may be both subtle and varied, and the avenues to achieve it may be as disparate as they are special. Scale V faculty members enhance the school environment, respond to institutional needs, and enrich their disciplines. Any Master Faculty member may aspire to achieve Scale V. Attainment of that goal will be based on the quality of involvement in the life of New Trier and does not require the holding of any position or title.

Scale V faculty members have completed a minimum of twelve (12) years of teaching, with at least two (2) years on Scale IV, and have been recommended by the Permanent Evaluation Committee for Scale Movement and approved by the Board of Education (as outlined below).

2. Process of Evaluation for Scale Movement

Following any scale movement, the faculty member will be placed at the step appropriate to the faculty member's total years of experience (as defined in Section F below).

Movement from I to II

A faculty member on Scale I who makes significant progress toward a Master's degree (as defined in Section E-1) will be moved to Scale II. This move will be made at the beginning of the school year following confirmation by transcript of this change in either degree status or total number of graduate hours. The Human Resources Department must receive transcripts no later than September 15 of the year in which movement is to occur.

Movement from I to III

A faculty member on Scale I who earns a Master's degree will be moved to Scale III. If the faculty member's step had been frozen at the top of Scale I, the step will advance on Scale III in a manner equivalent to years of experience. The resulting movement will be made at the beginning of the school year following confirmation by transcript of this change in degree status. The Human Resources Office must receive transcripts no later than September 15 of the year in which movement is to occur.

Movement from II to III

A faculty member on Scale II who earns a Master's degree will be moved to Scale III. If the faculty member's step had been frozen at the top of Scale II, the step will advance on Scale III in a manner equivalent to years of experience. The resulting movement will be made at the beginning of the school year following confirmation by transcript of this change in degree status. The Human Resources Department must receive transcripts no later than September 15 of the year in which movement is to occur.

Movement from III to IV

A faculty member on Scale III is eligible to apply for movement to Scale IV during their eighth (8th) year of teaching, provided it is at least the second (2nd) year at New Trier. Movement will not occur without the recommendation of the Permanent Evaluation Committee (as outlined below).

Prior to November 1 of the first school year that a faculty member is eligible to apply for movement from Scale III to Scale IV, the Primary Supervisor will meet with the faculty member to discuss the potential application to the Permanent Evaluation Committee. In subsequent years, a faculty member eligible to apply for movement to Scale IV may request and will be granted a conference with their Primary Supervisor. This conference will be held prior to the December 1 deadline for application for scale movement established by the Permanent Evaluation Committee.

Evaluation for movement from Scale III to Scale IV may be initiated in three (3) ways:

- a. By the faculty member;
- b. By the Primary Supervisor of the faculty member; or
- c. By a member of the administrative staff.

Movement from IV to V

A faculty member on Scale IV is eligible to apply for movement to Scale V during their twelfth (12th) year of teaching, provided it is at least the second (2nd) year on Scale IV. Movement will not occur without the recommendation of the Permanent Evaluation Committee (as outlined below).

A faculty member eligible to apply for movement to Scale V may request and will be granted a conference with their Primary Supervisor. This conference will be held prior to the December 1 deadline for application for scale movement, established by the Permanent Evaluation Committee.

Evaluation for movement from Scale IV to Scale V may be initiated in three (3) ways:

- a. By the faculty member;
- b. By the Primary Supervisor of the faculty member; or
- c. By a member of the administrative staff.

Permanent Evaluation Committee Membership

The Permanent Evaluation Committee (P.E.C.) will consist of ten (10) voting members:

- a. The two Principals, the Assistant Superintendent for Curriculum and Instruction, and the Assistant Superintendent for Special Education and Student Services, who will serve as Chairs;
- b. One Department Chair or Department Coordinator, and one Adviser Chair jointly appointed by the Chairs of the P.E.C. and the Association President, to staggered two- (2) year terms; and
- c. Four other members of the faculty, at least two from the Winnetka Campus and at least one from the Northfield Campus, elected to staggered, three- (3) year terms by vote of the Association membership.

The faculty members must be on Scale V to qualify for the Permanent Evaluation Committee. If there is a change in administrative structure that will affect the membership of the Permanent Evaluation Committee, the Superintendent and the Association President will work together to determine the administrative position most appropriate to be placed on the committee.

Ad Hoc Committee

For each candidate, an Ad Hoc Committee (non-voting members) will be established. This committee will include:

- a. The faculty member's Primary Supervisor; if the Primary Supervisor is unable to serve on the Ad Hoc Committee, the faculty member and the Primary Supervisor will select a replacement; and
- b. One or two colleagues chosen by the faculty member if the faculty member so desires.

Committee Procedures

The Chairs of the Permanent Evaluation Committee will seek to make uniform the procedures regarding dates of announcement, informational notices, and forms.

The evaluation procedures will consist of the following:

- a. Submission of the following written materials to the Permanent Evaluation Committee:
 - i. The candidate's curriculum vitae;
 - ii. The candidate's Self-Evaluation for Scale Movement;
 - iii. The Primary Supervisor's Evaluation for Scale Movement;
 - iv. Letters of support from the colleagues on the Ad Hoc Committee; and
 - v. One additional letter of endorsement from a colleague (optional);
- b. Presentation on behalf of the candidate by the Ad Hoc Committee to the Permanent Evaluation Committee;
- c. Subsequent sessions, if any, of the Permanent Evaluation Committee and the Chair of the Ad Hoc Committee for the presentation of additional materials from any member of the Ad Hoc Committee; and
- d. Concluding sessions of the Permanent Evaluation Committee, during which recommendations will be determined.

The Permanent Evaluation Committee's decision whether or not to recommend placement on Scale IV or V will be based on the evidence presented (as described above). Each case will be judged on its own merit, and the P.E.C. will reach its decision by consensus as defined by the bylaws of the PEC and Scale IV and V Review Boards. Consistent with the entire merit evaluation system, no quotas will be applied.

The Permanent Evaluation Committee will transmit all recommendations for movement to Scales IV and V to the Superintendent. Each candidate will be notified of the Committee's

decision by one of the P.E.C. Chairs. In addition, the candidate will receive a copy of the letter detailing the Committee's recommendation regarding the candidate's application for scale movement.

For each candidate receiving a recommendation for scale movement, the Committee's recommendation and rationale will be forwarded to the Director of Human Resources for inclusion in the candidate's Personnel File. In addition, that portion of the candidate's supporting material selected by the candidate will also be forwarded for inclusion in the candidate's Personnel File.

After a recommendation for scale movement, a rating of Excellent will be assigned by the candidate's designated Administrator as defined in the Teacher Evaluation Plan. The faculty member's continuing evaluation schedule will be reset to the first year of the new evaluation cycle. In every subsequent Summative Evaluation year, the faculty member will submit a self-reflection and updated curriculum vitae, which will serve as the basis for a conversation with the faculty member's Primary Supervisor (Scale IV) or with a Principal or designated Administrator with teaching experience (Scale V).

For each candidate not receiving a recommendation for scale movement, one of the Chairs of the Permanent Evaluation Committee will meet with the candidate to discuss the written rationale for the Committee's recommendation and provide areas for suggested further development derived from the domains of the Characteristics of Professional Practice and/or the definition of Master or Leader Faculty member as found in Article XI.E.1. Work in those areas shall not be considered a guarantee for future scale movement and are not inclusive of all areas that might need growth. A decision not to recommend and the rationale, and areas for development will not be forwarded to the Director of Human Resources for inclusion in the candidate's Personnel File. A decision not to recommend requires a Summative Evaluation in that year, and a rating will be assigned by the candidate's designated Administrator as defined in the Teacher Evaluation Plan. The faculty member's continuing evaluation schedule will be reset to the first year of the new evaluation cycle.

The Superintendent will present the Committee's recommendation for scale movement to the Board, along with their recommendations. The Board will approve or disapprove each recommendation. The Superintendent will communicate to each candidate the decision of the Board as to the candidate's application for scale movement and the rationale for any negative decision of the Board.

3. Processes for Scale IV and Scale V Review

Scale IV Review Process

By design, this review process encourages faculty members to continue to develop and maintain the characteristics of Master Faculty member. Through this process, faculty members reaffirm the qualities that placed them on Scale IV initially. The review is not intended to replicate the full process of evaluation for movement to Scale IV, but is intended to foster continuing professional growth.

Each faculty member on Scale IV will be reviewed every six (6) years unless one of the following occurs:

- a. A faculty member receives two ratings of Proficient out of the three most recent Summative Evaluations; a Scale IV Review will take place in the fall of the year following the second rating of Proficient.
- b. A faculty member receives a Summative Evaluation rating of Needs Improvement; a Scale IV Review will take place in the spring of the following year.
- c. A faculty member receives a Summative Evaluation of Unsatisfactory at any time; a Scale IV Review will take place at the end of the Remediation Process as defined in the Teacher Evaluation Plan.

The Scale IV Review Board will be constituted as follows:

- a. A Chair, who is a Department Chair or Department Coordinator with prior experience on the Permanent Evaluation Committee, appointed jointly by the Superintendent and the President of the New Trier Education Association. This appointee will serve a three- (3) year term as the Review Board Chair. However, an adjustment may be made to the length of the term in order to avoid having two new members of the Review Board in a given year.
- b. A Principal or an Administrator with prior experience on the Permanent Evaluation Committee; and
- c. Two members of the faculty elected to staggered, three- (3) year terms by vote of the Association membership.

Faculty members must be on Scale V to qualify for the Scale IV Review Board. There must be at least one faculty member from each campus on the Review Board. The Chair of the Scale IV Review Board will seek to make uniform the procedures regarding dates of announcement, informational notices, and forms.

Scale IV Review hearings will be held in the second quarter. All supporting documents (as described below) must be submitted to the Scale IV Review Board Chair by the end of the 7th full week of the first quarter. Review hearings may be postponed with the written approval of the Principal. One session with the Review Board should be sufficient to complete the process.

At the review hearing, the candidate will discuss with the Review Board the evidence submitted to support continued placement on Scale IV. The evidence will include the following materials, written since the candidate's initial placement on Scale IV or their previous Scale IV Review:

- a. The candidate's updated curriculum vitae;
- b. The candidate's self-reflections written in Summative Evaluation years;

- c. The candidate's Self-Evaluation for Scale IV Review; and
- d. Two or three letters of support, including a letter from the candidate's Primary Supervisor.

The Principal must approve in writing exceptions to the required materials. The evidence should attest to the candidate's performance as a Master Faculty member. If further information is needed, the Review Board will request that the candidate provide additional evidence.

The decision to recommend or deny continued placement on Scale IV will be based on the evidence presented. Each case will be judged on its own merit, and the Review Board will reach its decision by consensus as defined by the bylaws of the PEC and Scale IV and V Review Boards. Consistent with the entire merit evaluation system, no quotas will be applied. A list of Scale IV Review Board recommendations will be forwarded to the Principals, the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Special Education and Student Services, and the Superintendent. At the conclusion of all Scale IV Review hearings, each candidate will be notified of the Review Board's recommendation.

Following a review and recommendation to continue on Scale IV, the candidate will receive a letter of endorsement from the Review Board. The Review Board's letter of endorsement and the candidate's letters of support will be forwarded to the Director of Human Resources for inclusion in the candidate's Personnel File. After a review and recommendation to continue on Scale IV, a rating of Excellent will be assigned by the candidate's designated Administrator as defined in the Teacher Evaluation Plan. The faculty member's continuing evaluation schedule will be reset to the first year of the new evaluation cycle. In every subsequent Summative Evaluation year, the faculty member will submit a self-reflection and updated curriculum vitae, which will serve as the basis for a conversation with the faculty member's Primary Supervisor.

Following a review and recommendation not to continue on Scale IV, the candidate will receive notification and a written rationale for the recommendation in a conference with the Review Board Chair. Within five (5) school days of this meeting, the candidate will meet again with the Chair to discuss the rationale and to explore alternatives available to the candidate. The candidate will subsequently inform the Chair of their choice, and the Chair will convey the candidate's decision to the Principals, the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Special Education and Student Services, and the Superintendent. The alternatives are:

- a. Accept the recommendation of the Review Board and request in writing placement on Scale III for the next school year. The request will be made to the Principals and the Superintendent, and only this request will be placed in the candidate's personnel file.
- b. Acknowledge the recommendation of the Review Board and move to Scale III for the next school year. The Review Board's recommendation and written rationale, together with the candidate's acknowledgement of this recommendation, will be sent to the Principals, the Superintendent, and to the Director of Human Resources for inclusion in the candidate's

personnel file. The candidate may include their response to the review recommendation not to continue on Scale IV.

- c. Ask for a prompt and full evaluation hearing by the Permanent Evaluation Committee. This evaluation will occur within four (4) weeks after the Review Board has notified the candidate of a recommendation not to continue on Scale IV. During that time, the candidate will form an Ad Hoc Committee (as defined in F above, “Permanent Evaluation Committee Membership”). No material other than that presented by the Ad Hoc Committee will be considered by the P.E.C. The P.E.C.’s recommendation and rationale regarding scale placement will be forwarded to the Superintendent. The candidate will receive their copy of the written recommendation and rationale in a conference with one of the Principals. A copy of the recommendation and rationale will be placed in the candidate’s personnel file. The candidate may include their response to a recommendation not to continue on Scale IV from the Permanent Evaluation Committee.
- d. For candidates who received three ratings of Excellent or two ratings of Excellent and one rating of Proficient in their last three Summative Evaluations, agree to a one- (1) year mentoring process to address the concerns of the Review Board. During this mentoring year, the candidate will remain on Scale IV. The mentoring process should begin at the start of the second semester and continue through the first semester of the following year. In December of the latter year, the candidate may apply to the P.E.C. for a full scale evaluation for continued placement on Scale IV or submit written notification to the Principals and the Superintendent of their request to be placed on Scale III for the following year. The request will be placed in the candidate’s personnel file.

A review recommendation not to continue on Scale IV requires a Summative Evaluation in that year, and a rating will be assigned by the candidate’s designated Administrator as defined in the Teacher Evaluation Plan. The faculty member’s continuing evaluation schedule will be reset to the first year of the new evaluation cycle.

Scale V Review Process

By design, this review process encourages faculty members to continue to develop and maintain the ideals of Leader Faculty member. Through this process, faculty members reaffirm the qualities that placed them on Scale V initially. The review is not intended to replicate the full process of evaluation for movement to Scale V, but is intended to foster continuing professional growth and encourage reflection on the impact of one’s leadership on the institution.

Each faculty member on Scale V will be reviewed every six (6) years unless one of the following occurs:

- a. A faculty member receives two ratings of Proficient out of the three most recent Summative Evaluations; a Scale V Review will take place in the spring of the year following the second rating of Proficient.
- b. A faculty member receives a Summative Evaluation rating of Needs Improvement; a Scale V Review will take place in the spring of the following year.

- c. A faculty member receives a Summative Evaluation of Unsatisfactory at any time; a Scale V Review will take place at the end of the Remediation Process as defined in the Teacher Evaluation Plan.

By the end of the third full week of the first quarter of the sixth (6th) year of the review cycle, the faculty member who chooses to continue on Scale V will make such a request in writing to the Principals.

The Scale V Review Board will be constituted as follows:

- a. A Chair, a faculty member who is a Department Chair, Department Coordinator, or Adviser Chair with prior experience on the Permanent Evaluation Committee, appointed jointly by the Superintendent and the President of the New Trier Education Association. This appointee will serve a three- (3) year term as the Review Board Chair. However, an adjustment may be made to the length of the term in order to avoid having two new members of the Review Board in a given year.
- b. A Principal or an Administrator with prior experience on the Permanent Evaluation Committee; and
- c. Two members of the faculty elected to staggered, three- (3) year terms by vote of the Association membership.

Faculty members must be on Scale V to qualify for the Scale V Review Board. There must be at least one faculty member from each campus on the Review Board. The Chair of the Scale V Review Board will seek to make uniform the procedures regarding dates of announcement, informational notices, and forms. Any Scale V Review Board member scheduled for review during their three-year term will be exempt until their membership on the Review Board has been completed.

Scale V review hearings will be held in the first five weeks of the fourth quarter. All supporting documents (as described below) must be submitted to the Scale V Review Board Chair by the end of the 7th week of the third quarter. Review hearings may be postponed with the written approval of the Principal. One session with the Review Board should be sufficient to complete the process.

At the review hearing, the candidate will discuss with the Review Board the evidence submitted to support continued placement on Scale V. The evidence will include the following materials, written since the candidate's initial placement on Scale V or their previous Scale V Review:

- a. The candidate's updated curriculum vitae;
- b. The candidate's self-reflections written in Summative Evaluation years;
- c. The candidate's Self-Evaluation for Scale V Review; and
- d. Two or three letters of support, including one from the Primary Supervisor.

The Principal must approve in writing exceptions to the required materials. The evidence should attest to the candidate's continued exceptional leadership and performance as a Leader Faculty member. If further information is needed, the Review Board will request that the candidate provide additional evidence.

The decision to recommend or deny continued placement on Scale V will be based on the evidence presented. Each case will be judged on its own merit, and the Review Board will reach its decision by consensus as defined by the bylaws of the PEC and Scale IV and V Review Boards. Consistent with the entire merit evaluation system, no quotas will be applied. A list of Scale V Review Board recommendations will be forwarded to the Principals, the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Special Education and Student Services, and the Superintendent. At the conclusion of all Scale V Review hearings, each candidate will be notified of the Review Board's recommendation.

Following a review and recommendation to continue on Scale V, the candidate will receive a letter of endorsement from the Review Board. The Review Board's letter of endorsement and the candidate's letters of support will be forwarded to the Director of Human Resources for inclusion in the candidate's personnel file. After a review recommendation to continue on Scale V, a rating of Excellent will be assigned by the candidate's designated Administrator as defined in the Teacher Evaluation Plan. The faculty member's continuing evaluation schedule will be reset to the first year of the new evaluation cycle, structured so that the next Summative Evaluation will occur in two years.

Following a review and recommendation not to continue on Scale V, the candidate will receive notification and a written rationale for the recommendation in a conference with the Review Board Chair. Within five (5) school days of this meeting, the candidate will meet again with the Chair to discuss the rationale and to explore alternatives available to the candidate. The candidate will subsequently inform the Chair of their choice, and the Chair will convey the candidate's decision to the Principals, the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Special Education and Student Services, and the Superintendent. The alternatives are:

- a. Accept the recommendation of the Scale V Review Board and request in writing placement on Scale IV for the next school year. The request will be made to the Principals and the Superintendent, and only this request will be placed in the candidate's personnel file.
- b. Acknowledge the recommendation of the Scale V Review Board and move to Scale IV for the next school year. The Scale V Review Board's recommendation and written rationale, together with the candidate's acknowledgement of this recommendation, will be sent to the Principals, the Superintendent, and the Director of Human Resources for inclusion in the candidate's personnel file. The candidate may include their response to the review recommendation not to continue on Scale V.
- c. Ask for a prompt and full evaluation hearing by the Permanent Evaluation Committee (P.E.C.). This evaluation will occur within four (4) weeks after the Review Board has

notified the candidate of a recommendation not to continue on Scale V. During that time, the candidate will form an Ad Hoc Committee (as defined in E.2 above, “Process of Evaluation for Scale Movement”). No material other than that presented by the Ad Hoc Committee will be considered by the P.E.C. The P.E.C.’s recommendation and rationale regarding scale placement will be forwarded to the Superintendent. The candidate will receive their copy of the written recommendation and rationale in a conference with one of the Principals. A copy of the recommendation and rationale will be placed in the candidate’s personnel file. The candidate may include their response to a negative recommendation from the Permanent Evaluation Committee.

- d. For candidates who received three ratings of Excellent or two ratings of Excellent and one rating of Proficient in their last three Summative Evaluations, agree to a one- (1) year mentoring process during the next school year to address the concerns of the Review Board. During this mentoring year, the candidate will remain on Scale V. At the conclusion of the mentoring year, the candidate may apply to the P.E.C. for a full scale evaluation for continued placement on Scale V, or submit written notification to the Principals and the Superintendent of their request to be placed on Scale IV for the following year. The request will be placed in the candidate’s personnel file.

A recommendation not to continue on Scale V requires a Summative Evaluation in that year, and a rating will be assigned by the candidate’s designated Administrator as defined in the Teacher Evaluation Plan. The teacher’s faculty member’s continuing evaluation schedule will be reset to the first year of the new evaluation cycle.

Retirement Exception

Faculty members who submit written notice designating the year of retirement will not be subject to Scale IV or Scale V review during their last two years of employment at New Trier.

F. Explanation of Steps

One step on a scale will equal one year’s full-time teaching experience. During initial step placement, the Director of Human Resources will determine the step for the new faculty member based on years of full-time teaching experience. In a unique situation where a deviation of practice is necessary, the Director of Human Resources will notify the Association President. Experience will mean and include time spent in teaching at New Trier or at other schools.

Working less than one-half of one school year will not be treated as a year of experience for purposes of step increase. Beginning with the 2024 – 2025 school year, part-time teachers working 0.5 – less than 1.0 FTE will advance one step on the salary schedule; and part-time teachers working less than .5 FTE must work two full years in order to advance one step on the salary schedule. No step movement will be granted for the year following a performance-based unsatisfactory evaluation. However, if the faculty member receiving an unsatisfactory evaluation receives a proficient rating during the following year, a retroactive step movement to the beginning of that year will be awarded.

(Exception: any year for which the Board and Association negotiated an agreement that no step increments would be granted. This would apply only to faculty members at New Trier at the time of such an agreement.)

G. Stipends - Leadership and Extracurricular Assignment Classification

1. All stipends shall be evaluated on the basis of:
 - a. Variation in load or persons carrying the same stipend duty, and
 - b. Experience in carrying the stipend duty, and
 - c. Meritorious performance of the stipend duty.
2. Stipends shall be under continuing study and evaluation since some assignments are expanding while others are diminishing, and new activities may be added.
3. The Superintendent may evaluate faculty members for stipends or class concessions more than the amount indicated in the following ranges and will inform the Association of any assignments outside the ranges.
4. Stipends and class concessions are organized within the following groups:

Group 1: Faculty members with Leadership Responsibilities

Stipends are awarded to faculty members in recognition of significant leadership responsibilities they assume in making decisions that affect their immediate colleagues and the larger school community. These stipends shall be evaluated annually prior to the start of the new school year with consideration of the following:

- a. Complexity of organization, supervision, and operation of each department or activity.
- b. Professional growth of recipient and dedication to the betterment of the school.
- c. Changes in the nature of the assignment, including the addition of activities. Categories and compensation rates for the assigned categories are found in Appendix III.

Group 2: Extracurricular Assignments (Activities, Athletic, Instructional and Student Services, Performing Arts)

Stipends will be paid and class concessions may be granted for assignments performed as part of the District's extracurricular program. Released time is granted when the nature of the work requires time during the school day for management and leadership responsibilities. A stipend may be granted for work beyond the contractual teaching assignment outside of the school day or within the school day when agreed upon by the Superintendent or their designee and the Association. A list will be maintained of all stipends that are granted during the school day with a rationale for each.

The Administrator who oversees a given stipend, in conjunction with the coordinator who oversees that area, shall be responsible for evaluating annually the non-athletic extracurricular activities stipends for their equitable assignment of category. The Athletic Director, Assistant Athletic Director, and head coach will be responsible annually for evaluating athletic stipends. New stipends or recommended changes to the stipend category placement shall be forwarded to the Stipend Review Committee (“Committee”) (which consists of the Assistant Superintendent for Finance and Operations, Winnetka Campus Principal, Director of Curriculum and Instruction, Director of Human Resources and three at-large Association members) who will review and transmit them to the Superintendent or his/her their designee for approval. The Committee is co-chaired by the Winnetka Campus Principal and one Association member. The Committee shall meet at least once prior to each scheduled stipend payment. The final decision on the stipend placement rests with the Superintendent or their designee. The rationale for any reduction in stipend or alteration in class concession will be conveyed in writing by the Superintendent or their designee to the staff member affected at least ten working days before the staff member is expected to commence duties associated with the position. If the work is expected to commence on the first day of school, the Superintendent or designee will endeavor to notify the employee prior to the end of the previous school year but no later than August 1.

The Committee shall establish the criteria for stipend category placement. These criteria will be posted on the intranet prior to the start of the new school year. Compensation rates for the assigned categories are found in Appendix IV. The Winnetka Campus Principal will issue a list of all positions receiving a stipend at the beginning of each school year via the intranet and the list will be updated as needed with a copy being provided to the Association co-chair of the Stipend Review Committee.

Placement upon and movement within this extracurricular stipend schedule shall be subject to the following guidelines:

1. Movement will be on a biennial basis unless modified by the Superintendent or their designee based on input by the Stipend Review Committee. If the movement is delayed beyond the normal biennial basis the rationale for any delay will be conveyed in writing by the Superintendent or their designee to the staff member affected.
2. A change of assignment to a higher or lesser assignment may result in an adjustment of the category and stipend amount. These increases or reductions shall be made without prejudice. Such changes of assignment shall not be a factor when the sponsor/coach is being considered for within-range increases related to other assignments.
3. All coaches other than head coaches will be classified as assistant coaches. The assigned category will be determined by the Athletic Director, Assistant Athletic Director, and head coach.

When approved by the Superintendent or their designee, these stipends shall be entered on the master salary list. This list of stipends will be made available to the Association.

H. Stipend Variations

Recognizing that a salary plan based on merit and individual evaluation must be flexible, the Board may in individual cases vary within stated ranges the extra-pay stipends and withhold or increase increments. Faculty members so affected will be notified in writing as to the reasons for the Board's actions.

I. Summer Stipends

- a. The per diem summer stipend for department chairs and adviser chairs will be \$400. The \$400 per diem summer stipend also will be paid to faculty members who are hired by administration to assist with special projects completed over the summer.
- b. 2. Faculty members who propose individualized curricular or program work for summer completion, and receive administrative approval for such work, will receive a per diem summer stipend of \$200.
- c. 3. Post-high school counselors will be paid a summer stipend based on a factor of 13% of their base salary in the previous school year of the summer worked, on the basis of an eight-hour day for 30 days.

J. Summer School

Stipends for summer school classes are paid based on the number of periods taught. Each summer school class is defined by periods as follows:

1 period	All classes that meet less than 3 hours and 45 minutes
2 periods	Classes that meet at least 3 hours and 45 minutes
3 periods	Classes that meet 4 hours and 45 minutes or more

Full-time positions for non-classroom professionally licensed staff, such as nurses and librarians, are considered 2 period assignments.

A full load of summer school teaching will be two periods of teaching each day for all of summer school. If a department offers classes less than that amount--for the purposes of rotation--those classes will be considered a full load.

For each class period taught, summer school faculty members will be paid a per diem stipend of 7.35% of the base salary divided by the number of summer school days. The base salary is defined as Scale 1, Step 1 of the school year preceding the summer in which they are teaching.

Faculty members currently under contractual agreement with the District shall be given preference for available summer school positions.

The summer school faculty shall be selected in accordance with the following guidelines:

The Associate Principals will maintain rotation lists for summer school courses offered by academic departments.

The qualifications for teaching specific summer school offerings will be determined by the Associate Principals in consultation with department chairs. If there are specifically qualified areas within a department, separate sections of the primary department list shall be maintained for each of those areas. A faculty member may be on more than one list within a department, or on multiple department lists, depending upon qualifications.

1. The Associate Principals will oversee the opt-in process relative to the rotation lists. The Associate Principals will notify all faculty of available positions. Eligible faculty interested in teaching during upcoming summer will express interest and be placed appropriately on departmental rotation list(s). The Associate Principals will post appointments to all summer school positions once filled.
2. The Associate Principals will prioritize offers of employment via the departmental rotation list(s). Placement on departmental rotation lists will be determined as follows, priority given in the following sequence (from first to last), maintained and adjusted accordingly:
 - Faculty who designed the course (for first year the course is offered). Subsequently, the course will be staffed following the guidelines herein:
 - Faculty who requested to teach year prior, but were not offered a position
 - Faculty who are new to the rotation list, for first year of requesting a position
 - Faculty who were offered, accepted, and taught any full-time position last year (as defined by aforementioned standards)
 - Faculty who were offered, accepted, and taught any part-time position last year, (as defined by aforementioned standards)
 - Faculty who were offered but did not accept a position in prior year
 - Faculty members from other departments who hold multiple endorsements, but are not on departmental rotation list
 - Faculty members outside of those covered by this Agreement
3. Employment will be offered to multi-endorsed faculty members who maintain positions on more than-one rotation list only when faculty in the categories above have been offered positions.
4. If in the same school year two or more faculty members request placement on one list, their position will be determined by seniority as defined in this Agreement.
5. Should a department require a new rotation list, positions on its primary and secondary lists will be established by lottery.
6. A faculty member who has singular qualifications for teaching a course requiring specialization may be assigned separately from the normal rotation as determined by the

Associate Principals. A faculty member who develops a new course for the summer school shall be considered uniquely qualified to teach that course for the first summer it is offered.

7. A faculty member on leave of absence who wishes to be offered summer employment shall notify the director prior to March 1 of the year in which summer employment is desired.
8. A faculty member who has been evaluated as unsatisfactory and/or a faculty member who has received a letter to remedy from the Board of Education shall be deleted from the primary and secondary rotation list until remediation or the terms of the letter to remedy are completed.

The District will endeavor that summer school classes shall not exceed the median class size as defined in Article X, Section C. Repeat classes should aim for the median class size less 20%.

After summer school ends but before October of the next school year, the Associate Principals will convene a Summer School Committee (SSC) for the purpose of reviewing the last summer school session, problem-solving relevant issues, and planning for the upcoming summer school session. Membership of the SSC will include the Associate Principals, an Assistant Principal of Student Services, the Director of Human Resources, and three elected Association members (one of whom is a department chair or coordinator).

K. Fringe Benefits

Faculty shall receive fringe benefits in direct proportion to the teaching load carried.

1. Term Life Insurance

The Board shall provide term life insurance in an amount equal to the following schedule:

Scheduled Salary	Life Insurance Amount
Less than \$75,000	\$75,000
\$75,001 to \$100,000	\$100,000
Greater than \$100,000	\$125,000

Each faculty member's life insurance amount will remain in effect for the entire term of this Agreement and will only be adjusted if there is a change in a faculty member's fulltime equivalent (FTE). Life insurance amounts for new faculty members will be based on the scheduled salary at the time of hire.

2. Medical Insurance

The Board shall provide single and family medical insurance coverage under the Northern Illinois Health Insurance Pool (NIHIP). Alternative group medical insurance plans may not be added or substituted for the plans noted above without agreement of the Association unless the alternative plan is substantially equivalent to the existing plan.

For single and family medical insurance coverage, the Board and Employee share of the premiums shall be as follows for the period of 9/1/23 – 8/31/24:

Health Insurance Plans & Rates Effective 9/1/23	
Emp	Wellness
HMO BA	100%
HMO IL	95%
PPO 750	90% & \$250 FSA
PPO HDHP	90% & \$400 HSA
Family	Wellness
HMO BA	86%
HMO IL	85%
PPO 750	90% & \$500 FSA
PPO HDHP	90% & \$800 HSA

Note: Contribution amounts represent Board Share

For the 2023-24 health plan year (9/1/23-8/31/24), faculty members who select the PPO 750, the Board will make an annual cash incentive payment of \$250 for single coverage and \$500 for family coverage into the faculty member's Flexible Spending Account.

For the 2023-24 health plan year (9/1/23-8/31/24), faculty members who select the PPO HDHP, the Board will make an annual cash incentive payment of \$400 for single coverage and \$800 for family coverage into the faculty member's Health Savings Account.

For medical insurance coverage beginning with the 2024-25 health plan year (effective 9/1/24), the Board and Employee share of the premiums shall be as follows:

Health Insurance Plans & Rates Effective 9/1/24		
<i>Emp</i>	Wellness	No Wellness
HMO BA	100%	97%
HMO IL	95%	92%
PPO 750	90% & \$250 FSA	90%
PPO HDHP	90% & \$400 HSA	90%
<i>Emp + Child(ren)</i>	Wellness	No Wellness
HMO BA	90%	87%
HMO IL	89%	86%
PPO 750	89% & \$350 FSA	89%
PPO HDHP	90% & \$500 HSA	90%
<i>Emp + Spouse</i>	Wellness	No Wellness
HMO BA	90%	87%
HMO IL	85%	82%
PPO 750	89% & \$350 FSA	89%
PPO HDHP	90% & \$500 HSA	90%
<i>Family</i>	Wellness	No Wellness
HMO BA	86%	83%
HMO IL	85%	82%
PPO 750	90% & \$500 FSA	90%
PPO HDHP	90% & \$800 HSA	90%

Note: Contribution amounts represent Board Share

It is the intent of the parties to promote employee wellness. Employees are encouraged to participate in the district's on-site wellness screening or obtain a physical from a provider of their choice on an annual basis. Effective for the 9/1/24 health plan year and continuing through the remainder of the agreement, faculty members who provide proof of participation in a method to be determined by Human Resources will receive the following incentives as detailed in the "Health Insurance Plans & Rates Effective 9/1/24" chart above in the "Wellness" column. For faculty members that select the PPO 750 or the PPO HDHP, the incentive will be a flexible spending account or health savings account contribution as detailed in the chart above. Faculty members on the HMO plans will receive the rates in the "Wellness" column.

Employees who select medical and dental insurance coverage agree to pay their portion of the established employee share for the plan they choose. Beginning with the 2025-2026 insurance plan year (currently defined as 9/1-8/31), these percentages are subject to the 7% board contribution cap as described below.

The Board contribution for premium increases shall be capped at 7% per plan year. Any additional increase above the cap of 7% shall result in adjustments to the insurance plan by the District's Insurance Committee to bring the projected increase in costs back to the

capped amount or less. If changes recommended by the District's Insurance Committee result in an increase still greater than 7%, the balance will be paid by the employees through adjusted employee share rates.

In any plan year where the premium increase for a particular plan is below 7% and the employee share rate for that plan is greater than the established percentage in this Agreement, the Board contribution will increase up to 7% over the previous plan year in an effort to return to the original Board share and employee share rates.

Occasionally, a health insurance surplus may be generated when the amount of premium paid by the Board and employees is greater than the amount needed for the cost of the benefits. If the district's insurance provider deems that a surplus should be returned to the school district, the district will consult with the District's Insurance Committee about the use of the portion of the surplus that was generated from the employee share of the premium (e.g., premium holiday, enhanced wellness offerings, etc.).

Part-time faculty members who assume long-term substitute assignments resulting in the part-time faculty member carrying a four-fifth (or the three-fourth equivalent) or greater teaching load will be offered full-time health insurance premiums for the entire duration of the faculty member's long-term substitute assignment, while all other part-time faculty members who assume long-term substitute assignments will be offered health insurance premiums in direct proportion to the teaching load carried. A long-term assignment is defined as 10 or more consecutive days in one assignment. For the purpose of calculating the 10 consecutive student attendance days: 1) a full block shall be considered two (2) days, 2) a skinny block or an Anchor Day block shall count as one (1) day, and 3) and Advisery is counted as one (1) day.

3. Dental Insurance

The Board shall provide a group dental insurance plan covering each individual faculty member, with the full premium cost being paid by the Board. The insurance carrier shall be chosen in cooperation with the Association's Insurance Committee. Faculty members will be allowed to purchase family dental coverage provided they meet the qualifications established by the carrier.

4. Long-Term Disability Insurance

The Board provides to all faculty members a Long Term Disability Insurance plan which, in conjunction with any disability, retirement, or other benefits under the State of Illinois Faculty members' Retirement Plan, will provide the faculty member at least 60 percent of their annual base salary for any approved disability due to personal illness or accident. Benefits for eligible faculty members will begin upon the exhaustion of sick days and will continue up to age 65 or until benefits terminate. Base pay will be calculated at 60% of base pay at the time of expiration of the faculty member's sick days.

If a faculty member exhausts their sick days before the end of the disability insurance plan's waiting period, the Board of Education agrees to provide the faculty member with 20% of their annual base salary until the waiting period is met. This benefit, in conjunction with benefits under the state of Illinois Faculty member's Retirement Plan, will provide the faculty member at least 60% of their annual base salary for any approved disability due to personal illness or accident.

5. Flexible Benefits

The Board shall maintain a "cafeteria" plan under Section 125 of the Internal Revenue Code. The terms and conditions for participation will be specified in a plan document, which will be prepared by the Board to comply with provisions of the Internal Revenue Code. An employee may annually contribute to the plan, with the contribution being deducted from the employee's pay. At the commencement of each plan year the total amount must be allocated by the employee among the benefits listed below:

- a. Reimbursement for qualified dependent care assistance, as defined in Section 129(e)(1) of the Internal Revenue Code.
- b. Reimbursement for the cost of medical and dental care, as defined in Section 213(d) of the Internal Revenue Code, to the extent not covered by insurance and incurred by the employee, the employee's spouse and/or the employee's dependents, but not including premiums paid for health care coverage under any other plan.

All requests for reimbursement benefits shall be made by the employee within 60 days following the end of the plan year. Any amount remaining unpaid after processing all timely requests for reimbursement shall be forfeited and not otherwise paid to the employee or carried over to the following plan year.

6. Commuter Benefits

The Board shall maintain a Commuter Benefit plan under Section 132(f) of the Internal Revenue Code. An employee may annually contribute any amount to the plan, from a monthly minimum of \$25 to the maximum allowed by the Internal Revenue Code, with the contribution being deducted from the employee's pay.

7. Tuition Reimbursement

The Board will provide reimbursement for tuition, books and fees of faculty members who complete previously approved courses of study at an accredited college or university with a grade B or better, or pass in a pass/fail course. Prior to registration, the faculty member will submit the course to the Director of Human Resources for approval. A faculty member will be reimbursed only upon receipt of a transcript, and there will be no carry-over from one year to the next.

Faculty members on Scale 1 and 2 may be reimbursed up to \$3,000 year. Faculty members on Scale 3, 4, and 5 may be reimbursed up to \$2,500 per year. Faculty members

completing a Masters Degree in their content area may be reimbursed up to \$5,000 per year.

8. Day Care

During the time that the District makes on-site day care available, except for siblings of currently enrolled children, the children of District employees shall be offered enrollment prior to any enrollment by children of individual parents/guardians not employed by the District.

L. Retirement Benefits

Faculty members Participating in the TRS Tier I Retirement System

Faculty members who participate in the TRS Tier I retirement system and have provided at least ten (10) years of effective service to the youth of New Trier may be eligible for the retirement benefits provided for herein.

Eligibility

To qualify, the faculty member must have:

1. Submitted to the Director of Human Resources a letter of intent to retire by the following dates:
 - October 1, 2023 for retirement in 2029
 - May 1, 2024 for retirement in 2030
 - May 1, 2025 for retirement in 2031
 - May 1, 2026 for retirement in 2032
 - May 1, 2027 for retirement in 2033

AND

2. Accrued at least thirty-five (35) years of creditable service in the Illinois Faculty members' Retirement System (TRS) under the Tier I plan and be at least fifty-five (55) years of age on the effective date of retirement, OR
3. Accrued at least twenty (20) twenty years of creditable service in TRS under the Tier I plan, be at least fifty-five (55) years of age on the effective date of retirement, and provide proof to the District that they have submitted to and begun to receive a TRS pension within sixty days of separation from the District; OR
4. Accrued a minimum of ten (10) years or more of TRS creditable service under the Tier I plan and be at least sixty (60) years of age on the effective date of retirement, AND

5. The resignation must be effective no later than the last day of the school term in which the faculty member is first eligible to retire with maximum service credit through TRS, which includes creditable service recognized by TRS due to unused sick leave or exercise option #3 above. If the faculty member subsequently needs to use the sick leave during their final years of employment that would have been recognized by TRS for creditable service, the retirement date will be extended one to two years provided doing so does not subject the Board to a penalty from TRS, AND
5. None of the faculty member's increases in creditable earnings in the four school years used to determine the faculty member's pension would cause the Board to be subject to a penalty under the Illinois Pension Code.

A faculty member hired after the effective date of this Agreement must provide the Director of Human Resources or designee with the following information within 90 calendar days of the first day of employment and such other information as is appropriate to facilitate the implementation of this retirement program:

- (a) The number of years of creditable service with TRS.
- (b) The number of years of creditable service with non-TRS retirement systems in Illinois and other states which may be used for creditable service with TRS.
- (c) Other optional service credit which may be available for creditable service with TRS, such as leaves of absence or military service.
- (d) The number of days of sick leave from other TRS-covered employers available for service credit with TRS.

Where available, the information must be provided in a statement from TRS or other governmental agency or on a form developed by the District in consultation with the Association. Before application to participate in this retirement program, all faculty members must provide an update to the District on the above information.

Faculty members intending to retire at the end of the 2032-33 school year or earlier may elect to receive the following increases in base salary.

Benefits

If the above conditions are met, the faculty member shall receive increases in base salary over the preceding year as follows:

fifth year prior to final year of employment	5%
fourth year prior to final year of employment	5%
third year prior to final year of employment	3%
second year prior to final year of employment	3%
first year prior to final year of employment	3%
final year of employment	3%

The applicable five percent (5%) and three percent (3%) salary increases are in lieu of any salary increases to which the faculty member otherwise would be entitled under this Agreement. For this purpose, "salary" shall be inclusive of any vertical and/or horizontal salary schedule movement and negotiated salary schedule increases, but shall not include salary for summer school, any Appendix III leadership stipends, any extracurricular pay (Appendix IV and V) or other pay for extra duties of any kind. Thus, a faculty member's total creditable earnings in these covered years may increase from year to year less than the stated percentage if the faculty member ceases during this period to perform positions or duties that earn compensation in addition to their base salary.

A faculty member who has given notice of retirement shall not receive an increase in total creditable earnings in any year used by TRS to calculate the faculty member's pension value (typically the last four years prior to retirement) in excess of a cap (the "Cap") of six percent (6%) or, if less, the then-current TRS excess salary limitation. Earnings that are legally exempt from the TRS excess salary limitation shall not be counted by the District toward the Cap. If a faculty member performs any new or different activities that are not exempt from the Cap and these would cause the faculty member to incur an earnings increase in excess of the Cap, the faculty member shall have the choice of not performing the activity or accepting a lesser rate of pay, that would not cause the earnings increase to exceed the Cap. If the faculty member, after submitting a request to the Superintendent to extend employment beyond the designated year of retirement, and upon Board approval, the faculty member shall immediately pay back or have the subsequent year's salary reduced by the additional amount received in excess of the regular base salary increases received as a result of the implementation of this section.

It is the intent of the parties to eliminate any penalties or surcharges the District would otherwise be required to pay to TRS as a result of faculty members having earnings increases that exceed the Cap in any year used to calculate the faculty member's pension value. In all cases where a faculty member has begun receiving retirement benefits from TRS and the faculty member's retirement does not result in a penalty or surcharge related to the Cap, the District shall offer a post-retirement benefit. This benefit, upon proof of payment, shall be a reimbursement of retiree single medical insurance premiums to the State of Illinois Faculty members' Retirement Insurance Plan ("TRIP") for up to \$350 per month until the faculty member reaches Medicare eligibility age (65). Any retiree eligible for retiree health insurance as described above may at their option elect any other third-party insurance plan, excluding coverage under the District's insurance plan, and receive reimbursement up to the individual TRIP Faculty members' Choice Health Plan ("TCHP") coverage. In no case will the reimbursement exceed \$350 per month. In order to receive reimbursement for non-TRIP plans, the retiree must be the primary insured under such plan. In no event shall the retiree be allowed to maintain insurance coverage under the District's plan and receive this benefit. This benefit shall not be paid to a faculty member if, for any reason, the faculty member incurs an increase in earnings in any year used by TRS to calculate the faculty member's pension value in excess of the Cap and TRS assesses a penalty or surcharge to the District as a result.

By mutual agreement between the Board and the faculty member, a faculty member's resignation and retirement may be rescinded or modified, on a non-precedential, case-by-case basis. The

reason for such an agreement must be a major life-altering event such as the death of a spouse or serious illness of the faculty member or spouse which illness would likely cause the use of sick leave otherwise necessary to remain eligible to participate in this retirement program. If a faculty member participating in the program begins to receive the benefits and the Board, in its sole discretion, accepts a request to rescind the retirement, the Board will not be obligated to continue payment of the benefits under the program. The faculty member will then repay the entire amount of the benefits paid to date. A repayment plan will be determined by mutual agreement between the Board and the faculty member. If the faculty member fails to make repayment when due, the Board may seek recovery of any attorney's fees/expenses incurred to collect such repayment under the agreement.

The parties agree that this Section creates no vested rights among employees who have not begun receiving benefits to continuation of the benefits provided for in this section after expiration of the term of this Agreement. The parties further agree that if legislation is enacted or administrative rules adopted during the life of this Agreement that adversely affect the Board's obligations or impacts employee rights and/or benefits under any benefit set forth in this Section, they will meet to negotiate further over this provision and the impact of such legal changes. If agreement cannot be reached, current contract language will remain in effect during the term of this Agreement.

Faculty Members Participating in the TRS Tier II Retirement Plan

For the duration of this Agreement and occurring each school year, faculty members who participate in the TRS Tier II retirement system shall receive a \$1,500 non-elective contribution to a 403(b) account established by the faculty member that is part of a plan approved by the District. If the faculty member makes an individual contribution to the 403(b) account the District shall make an additional matching non-elective contribution up to \$1,000. In no case will the District's annual contribution exceed \$2,500 to the faculty member. The District contribution shall be made in June of each year of this Agreement provided the faculty member was employed by the District through the end of the school year. The faculty member shall not have the option of choosing to receive any of the non-elective 403(b) contributions either directly or in cash. Faculty members in the TRS Tier II retirement system are not eligible for the retirement bonuses provided to TRS Tier I faculty members. Faculty members in the TRS Tier I retirement system are not eligible for 403(b) contributions provided to TRS Tier II faculty members.

Article XII.

GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is a faculty member's claim alleging a misinterpretation, violation, or inequitable application of the terms of this Agreement, or an Association claim alleging a similar matter relating to its own rights under this Agreement. No claim or cause for which there is another procedure, settlement, or adjudication established by law shall constitute a grievance.

2. The term “days” when used in this Article shall, unless indicated otherwise, mean working school days and shall not include summer school days.

B. Policy

The primary purpose of the procedure set forth in this Article is to secure, at the lowest level possible, solutions to the problems of the parties. Both parties agree that these proceedings shall be kept as informal and confidential as possible at any level of the procedure. It is important that grievances be processed as rapidly as possible. The number of days indicated at each level therefore should be considered as maximum, and every effort should be made to expedite the process. When mutually agreed upon, the time limits may be extended in writing.

C. Procedures

Preliminary Level (Informal Level)

A faculty member having a complaint shall first bring the matter to the attention of the faculty member's Primary Supervisor. Should the complaint involve a conflict of interest with the faculty member's Primary Supervisor, the faculty member may first bring the matter to the attention of a member of the Association's Professional Rights and Responsibilities Committee (PRRC) regarding the complaint. The faculty member shall request an informal meeting with the Primary Supervisor or with PRRC to discuss the problem not later than twenty (20) days after the event or occurrence which is the basis of the complaint, or twenty (20) days after the event or occurrence should reasonably have been known, whichever is later. If the particular circumstances of the complaint result in the Primary Supervisor not being initially consulted by the faculty member, the Association's PRRC shall inform the Primary Supervisor of the complaint within five (5) days of their initial consultation with the faculty member. In the event the Primary Supervisor does not have jurisdiction over the subject of the complaint, the Primary Supervisor shall promptly refer the faculty member to the proper supervisor. The Primary Supervisor, the Association PRRC or the one having jurisdiction over the subject shall make arrangements to hold a meeting to discuss the problem with the faculty member within fifteen (15) days after receipt of the faculty member's request. The faculty member will be given an answer within five (5) days after the meeting.

Level One (Administrative)

If the matter is not disposed of at the Preliminary Level and is a grievance as defined in Section A of this Article, a grievance may be filed in writing with the Principal no later than forty-five (45) days after the event or occurrence which is the basis of the grievance or forty-five (45) days after the event or occurrence should reasonably have been known, whichever is later. The grievant and a member of the Association's PRRC shall then meet with the Principal or Administrative designee to discuss the grievance within ten (10) days after the Principal receives it, and the grievant shall be given a written answer within five (5) days after the meeting.

Level Two (Superintendent)

If the grievant is not satisfied with disposition of the grievance at Level One, the grievant shall so notify the Superintendent in writing within ten (10) days after the decision at that Level. Within ten (10) days after receipt of the written grievance by the Superintendent, they and the grievant's representatives shall then meet with the Association's PRRC to resolve the grievance. The Superintendent and/or their representative shall prepare a response to the grievance, and copies of this response will be sent within five (5) days to the PRRC chairperson and the grievant.

Level Three (Board of Education)

If the grievance is not resolved at Level Two, the grievant may refer it to the Secretary of the Board within five (5) days after the Superintendent's response is sent to the Association's PRRC chairperson at Level Two.

Upon such referral, the Association's PRRC and the Board's Review Committee shall meet within ten (10) days after the next Board meeting following referral of the grievance to Level Three. Within ten (10) days after the meeting the Board's Review Committee, in consultation with the Superintendent, shall submit a written response to the Association's PRRC chairperson and the grievant.

Level 4 (Arbitration)

If the Level Three response is not satisfactory to the Association, it may submit such matter to arbitration by a written request delivered to the Secretary of the Board within ten (10) days after the date of the response at Level Three. The parties shall first attempt to mutually agree upon an arbitrator. If the parties are unable to select an arbitrator by mutual agreement, at the request of either party the arbitrator shall be selected under the Voluntary Labor Arbitration rules of the American Arbitration Association. The arbitrator so selected shall confer with representatives of the Board and the Association and hold any necessary hearings. The arbitrator's decision shall be in writing and shall set forth their findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The arbitration shall be final and binding. The costs shall be borne by the loser of the proceedings. Costs include the American Arbitration Association fee, arbitrator's fee, transcript for the arbitrator, and hearing room fees. Costs do not include legal fees or transcript fees incurred by either party.

D. Grievance Meetings

All meetings involving grievances will be held during either unassigned time in the school day or after school hours; however, in the event it is mutually agreed by the faculty member, the Association, and the Board to hold proceedings during regular working hours, a faculty member participating at any level of the Grievance Procedure, including arbitration on their own behalf or on behalf of the Association, with any representative of the Board, shall be released from assigned duties without loss of salary. During the processing of a grievance and until a final determination has been reached, all proceedings shall be private and any preliminary disposition

will not be made public without the agreement of all parties; provided, however, that no final action shall be taken at a closed session of the Board. Notice of all such proceedings shall be given as required by the Illinois Open Meetings Act.

E. Miscellaneous

1. There shall be no reprisals of any kind by supervisory or administrative personnel against any grievant or member of the Association's PRRC by reason of their participating in the procedures set forth in this Article.
2. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. Copies of a written grievance and all written answers will be given to the grievant and the Association's PRRC chairperson.
3. A faculty member may have representation by the Association at any level of the Grievance Procedure above the Preliminary Level.
4. A grievant shall have the right to be present at all levels of the Grievance Procedure.

Article XIII

SUPERVISION AND EVALUATION

A. Supervision and Evaluation

Supervision and evaluation of faculty members is an ongoing and growth-oriented process and elements of the process may occur more often than described herein, but not less often. The process will be, as is practicable, the joint responsibility of Administrators and Primary Supervisors, as defined in the Teacher Evaluation Plan (TEP).

The TEP will be developed and revised as necessary by an eight-member Joint Committee on Teacher Evaluation (JCTE). The JCTE is composed of 8 members: 4 Administrators and 4 elected Association members. At least one of the Association members will be from the DC/Coordinator group. The Association members are elected for 3-year terms. Because the JCTE also serves as the Joint Committee for Honorable Dismissal, members must be jointly approved by the Superintendent and Association President. The JCTE will be responsible for the TEP, using the Characteristics of Professional Practice (CPP) as a guideline.

The JCTE has the principal responsibility and the authority to maintain the TEP. Substantive changes to the TEP by the JCTE shall be the result of a process that includes adequate notification to and opportunities for input from faculty. While consensus will be the guiding principle for the JCTE, changes to the TEP will be made by a majority vote of committee members.

For as long as the TEP requires student growth to be a factor in teacher's summative rating, the JCTE will meet at least annually to recommend how student growth will be measured.

All supervision and evaluation documents are informed by the CPP. Documents within groups used to help articulate how the CPP applies to specific assignments can be developed to provide formative feedback to members but shall always be vetted by the JCTE and included in or referred to by the TEP. All feedback forms for Advisers and Release Time positions will be housed in the Teacher Evaluation Handbook. Any faculty member has the right to grieve the teacher evaluation process described in the TEP, including processes involving formative feedback that uses the CPP (i.e. documents from work groups described above) and are part of the TEP

For the purposes of a faculty member's summative evaluation and for retention, the focus should be on performance in the member's primary assignment. A faculty member's "primary assignment" is determined by the assignment of that member's "primary supervisor."

Article XIV.

STANDARDS FOR FACULTY REDUCTIONS

A. Seniority

District seniority will be based on continuous service in the District. The District seniority list by department will be updated annually by the Human Resources Office and a copy will be provided to the Association President. A faculty member shall hold seniority in each department for which he or she meets District qualifications.

B. Clarification of Service

1. Years of Service: Only full years of service will be counted as years of service for purposes of seniority in faculty reductions in force. For purposes of the Article, a full year shall mean the faculty member must have worked and/or been on FMLA, medical, or sick leave for a total of 120 or more school days in one school year. If a faculty member resigns or is dismissed from the District and is subsequently rehired, the years prior to the break in service will not be counted for purposes of seniority in faculty reductions in force.
2. Board Approved Leaves of Absence: For purposes of seniority in faculty reductions in force:
 - a. All Board approved leaves of absence beginning with the 1982-83 school year and through the 2013-14 school year shall be counted as years of service.
 - b. Commencing in the 2014-15 school year, the first two consecutive or non-consecutive Board-approved full-year leaves of absence that are not medical or FMLA leaves shall be counted as years of service. Additional full-year leaves of absence for non-medical reasons shall not count as years of service.

- c. Sabbatical leaves are counted as years of service.

- 3. Substitute Teaching: Substitute teaching in the District prior to being hired by the District will not count toward seniority.

C. Administrative Reassignment

An Administrator who is assigned to classroom teaching or whose administrative position has been eliminated may be assigned by the Superintendent to departments in which they is qualified to teach. The Administrator shall be governed by the standards for faculty reductions set forth herein.

D. Method of Release

Any honorable dismissal of a faculty member as a result of a decision by the Board to decrease the number of faculty members employed or to discontinue a particular area of teaching service shall comply with all the requirements contained in Section 24-12 (b) of the Illinois School Code, except as these requirements have been lawfully modified by a Joint Committee on Honorable Dismissals (Joint Committee) provided for in Section 24-12 (c). The eight member Joint Committee is composed of equal numbers of members from the Association and Administration, appointed jointly by the Superintendent and the Association President and assumes the duties described in Section 24-12 (c) of the Illinois School Code. The Association representatives and the Administration representatives will each choose from their respective committee members a person to serve as co-chair. Written minutes will be recorded for all Committee meetings. The committee will meet monthly or as requested by the co-chairs, with its first meeting no later than November 1 of each year.

Each faculty member must be categorized into all positions for which the faculty member is qualified on or before May 10 of the year prior to the school year during which the sequence of dismissal is determined. Within each position and subject to agreements made by the Joint Committee, the school district must establish 4 groupings of faculty members qualified to hold the position:

- 1. Grouping 1: Each non-tenured faculty member who: (1) has not received a performance evaluation rating; (2) is employed for one school term or less to replace a faculty member on leave; or (3) is employed on a part-time basis as that term is defined in Section 24-12 (b) of the Illinois School Code. The sequence of dismissal is at the discretion of the district.
- 2. Grouping 2: Each faculty member with a Needs Improvement or Unsatisfactory performance evaluation rating on either of the faculty member's last 2 performance evaluation ratings unless the faculty member meets criteria established by the Joint Committee on Honorable Dismissal for exclusion from Grouping 2 and movement to Grouping 3. The sequence of dismissal must be based upon average performance evaluation ratings, with the faculty member or faculty members with the lowest average performance evaluation rating dismissed first. Faculty members with the same average performance evaluation rating will be dismissed based on length of service.

3. Grouping 3: As defined by the Joint Committee on Honorable Dismissal. Faculty members with the shorter length of service with the district will be dismissed first.
4. Grouping 4: As defined by the Joint Committee on Honorable Dismissal. Faculty members with the shorter length of service with the district will be dismissed first.

Among faculty members qualified to hold a position, faculty members must be dismissed in order of their grouping, with faculty members in Grouping 1 being dismissed first. If two or more faculty members in one Grouping have the same length of service with the District, the Superintendent will determine the order of dismissal, based on departmental or other educational program needs.

The Joint Committee must reach agreement on a matter on or before February 1 of a school year in order for the agreement of the Joint Committee to apply to the sequence of dismissal for that school year.

E. Notification of Release

Faculty members to be considered for release will be notified by the Superintendent or their designee in person and/or by letter at least five (5) school days prior to Board action. Released faculty members shall receive official notice along with a statement of honorable dismissal and the reasons why, either by certified mail, return receipt requested, or by personal delivery, at least 45 days before the end of the school term.

F. Recall List

The Human Resources Department shall, in consultation with the Association President, maintain a list of faculty members in Groupings 2, 3 and 4 who have been released in accordance with these provisions and which shows the order of dismissal. Vacancies for the following school term or within one calendar year from the beginning thereof will be posted and the available positions will be offered to qualified faculty members in Groupings 3 and 4 on the recall list. Vacancies within the period from the beginning of the following school term through February 1 of the following school term will be posted and the available positions will be offered to qualified faculty members in Grouping 2 as defined by the Illinois School Code. Positions shall be offered to such faculty members in the inverse order of release. A faculty member will be notified of recall by telephone, if possible, to be reconfirmed by written notice through certified mail, return receipt requested, from the Human Resources Office to the faculty member's address on file. A faculty member's failure to respond within seven calendar days after delivery of the recall notification shall result in termination of the faculty member's right of recall. Faculty members rejecting a reduced load during the period of recall will not be removed from the recall list.

G. Dismissal/Release

Nothing in the guidelines contained herein is to be construed as limiting the power of the Board to dismiss or release faculty members for cause or as otherwise permitted by law. Faculty members released under Section 24-11 of the School Code retain no reemployment rights.

Article XV.

GENERAL

- A. As to all matters specifically agreed to and disposed of by this Agreement, the provisions hereof shall control in any case where a conflict may exist between such provision and any policy, practice, procedure, custom, or writing not incorporated in this Agreement.
- B. Despite reference herein to the Board or the Association as such, each reserves the right to appoint or elect a committee or individual member or designated representative, professional or lay, whether or not a member, as its agent, whose actions shall be subject to ratification by the respective appointing or electing body. Each party shall confer upon its agent or agents the authority to make, to consider, to accept tentatively, or to reject proposals and counterproposals. Each party will provide to the other, upon request, satisfactory evidence (such as official minutes or certificate of resolutions) of authority.
- C. The provisions of this Agreement shall constitute Board policy of record for the duration hereof or until changed by mutual consent in writing. Any previously adopted policy, rule, or regulation of the Board which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement. Nothing in this Agreement which changes preexisting Board policy, rules, or regulations shall operate retroactively unless expressly so stated.
- D. Subject to the provisions of law and this Agreement, the Board and the Superintendent reserve and retain full rights, authority, and discretion in the proper discharge of their duties and responsibilities. In all matters under this Agreement calling for the exercise of judgment or discretion on the part of the Board, the decision of the Board shall be final and binding, except to the extent that such action is subject to the grievance procedure of Article XII.
- E. Should any article, section, or clause of this Agreement be declared illegal by federal or state statute or by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted article, section, or clause.
- F. During the term of this Agreement, the Association and the faculty members agree not to strike, or engage in, or support, or encourage any concerted refusal to render full and complete service to the District, or to engage in or support any activity whatsoever which would disrupt in any manner the operation of the District.

Article XVI.

DURATION AND AMENDMENT OF AGREEMENT

- A. This Agreement shall be binding and in full force effective from the first day of the 2023-24 School Year, and extending up to the first day of school, 2028-2029. This Agreement shall be automatically renewed for successive school years thereafter unless either the Board or the Association notifies the other in writing no later than February 1 of any year of its desire to terminate or modify this Agreement.
- B. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in a written and signed amendment. Amendments may be initiated at the written request of the Board or the Association and shall become effective upon adoption by the Board and ratification by the Association or at such other time as the Board and the Association may agree. All signatures are subject to ratification by membership vote.

APPENDIX I

Definition and Clarification of Faculty Member Personnel File:

The faculty member personnel file includes the following items:

1. Original application.
2. College or university transcripts.
3. New Trier interview reports.^{∗1}
4. Reference statements sought by the District prior to appointment.^{∗1}
5. Statement to Board recommending employment.
6. Individual faculty member contract.
7. Report of physical examination.²
8. Pertinent correspondence from the faculty member to the Superintendent.
9. Pertinent correspondence from the Superintendent to the faculty member.
10. Formal Classroom Observation Summaries, and Summative Evaluations.
11. Tenure recommendation.
12. Recommendations prepared by the Permanent Evaluation Committee for submission to the Superintendent recommending movement to Scale IV or Scale V.
13. Letters of endorsement from the Scale IV and Scale V Review Boards.
14. Miscellaneous material added to the file by the faculty member or administration (for example, updated cumulative curriculum vitae that may include specific professional service, publications, participation in workshops and institutes, state and national committee assignments, significant travel experience, letters of commendation, etc.).

^{∗1} May not be seen by the faculty member and are to be removed in the faculty member's presence when the faculty member requests to review the file.

² Shall be maintained in a separate, confidential file.

APPENDIX II

Salary Schedules

School Year 2023-24					
Step	SCALE 1 BA	SCALE 2 BA-18	SCALE 3 MASTERS	SCALE 4 MASTER TEACHER	SCALE 5 LEADER TEACHER
A	\$ 64,029	\$ 67,229	\$ 72,431		
B	\$ 65,950	\$ 69,790	\$ 75,183		
C	\$ 67,871	\$ 72,338	\$ 77,965		
D	\$ 69,792	\$ 74,942	\$ 80,772		
E	\$ 71,714	\$ 77,565	\$ 83,599		
F	\$ 73,635	\$ 80,128	\$ 86,190		
G	\$ 75,556	\$ 81,758	\$ 88,819		
H	\$ 77,477	\$ 83,388	\$ 91,483		
I	\$ 79,398	\$ 85,018	\$ 94,228	\$ 102,868	
J	\$ 81,320	\$ 86,648	\$ 97,055	\$ 105,648	
K	\$ 83,237	\$ 88,278	\$ 99,966	\$ 108,711	
L		\$ 89,905	\$ 102,965	\$ 111,755	
M			\$ 105,848	\$ 114,571	\$ 121,059
N			\$ 108,706	\$ 117,436	\$ 123,739
O			\$ 111,533	\$ 120,137	\$ 126,462
P			\$ 114,321	\$ 122,660	\$ 129,117
Q			\$ 117,179	\$ 125,236	\$ 131,829
R			\$ 119,874	\$ 127,865	\$ 134,597
S			\$ 122,491	\$ 130,498	\$ 137,424
T			\$ 125,002	\$ 133,173	\$ 140,172
U			\$ 127,502	\$ 135,903	\$ 142,555
V			\$ 129,988	\$ 138,690	\$ 144,836
W			\$ 132,523	\$ 141,463	\$ 147,588
X			\$ 135,041	\$ 144,293	\$ 150,392
Y			\$ 137,607	\$ 147,178	\$ 153,250
Z1				\$ 150,122	\$ 155,905
Z2				\$ 151,122	\$ 156,905

Base Raise: 4.3%

School Year 2024-25					
Step	SCALE 1 BA	SCALE 2 BA-18	SCALE 3 MASTERS	SCALE 4 MASTER TEACHER	SCALE 5 LEADER TEACHER
A	\$ 66,590	\$ 69,918	\$ 75,328		
B	\$ 68,588	\$ 72,582	\$ 78,190		
C	\$ 70,586	\$ 75,232	\$ 81,084		
D	\$ 72,584	\$ 77,940	\$ 84,003		
E	\$ 74,583	\$ 80,668	\$ 86,943		
F	\$ 76,580	\$ 83,333	\$ 89,638		
G	\$ 78,578	\$ 85,028	\$ 92,372		
H	\$ 80,576	\$ 86,724	\$ 95,142		
I	\$ 82,574	\$ 88,419	\$ 97,997	\$ 106,983	
J	\$ 84,573	\$ 90,114	\$ 100,937	\$ 109,874	
K	\$ 86,566	\$ 91,809	\$ 103,965	\$ 113,059	
L		\$ 93,501	\$ 107,084	\$ 116,225	
M			\$ 110,082	\$ 119,154	\$ 125,901
N			\$ 113,054	\$ 122,133	\$ 128,689
O			\$ 115,994	\$ 124,942	\$ 131,520
P			\$ 118,894	\$ 127,566	\$ 134,282
Q			\$ 121,866	\$ 130,245	\$ 137,102
R			\$ 124,669	\$ 132,980	\$ 139,981
S			\$ 127,391	\$ 135,718	\$ 142,921
T			\$ 130,002	\$ 138,500	\$ 145,779
U			\$ 132,602	\$ 141,339	\$ 148,257
V			\$ 135,188	\$ 144,238	\$ 150,629
W			\$ 137,824	\$ 147,122	\$ 153,492
X			\$ 140,443	\$ 150,065	\$ 156,408
Y			\$ 143,111	\$ 153,065	\$ 159,380
Z1				\$ 156,127	\$ 162,141
Z2				\$ 157,167	\$ 163,181

Base Raise: 4%

School Year 2025-2026					
Step	SCALE 1 BA	SCALE 2 BA-18	SCALE 3 MASTERS	SCALE 4 MASTER TEACHER	SCALE 5 LEADER TEACHER
A	\$ 68,854	\$ 72,295	\$ 77,889		
B	\$ 70,920	\$ 75,050	\$ 80,848		
C	\$ 72,986	\$ 77,790	\$ 83,841		
D	\$ 75,052	\$ 80,590	\$ 86,859		
E	\$ 77,119	\$ 83,411	\$ 89,899		
F	\$ 79,184	\$ 86,166	\$ 92,686		
G	\$ 81,250	\$ 87,919	\$ 95,513		
H	\$ 83,316	\$ 89,673	\$ 98,377		
I	\$ 85,382	\$ 91,425	\$ 101,329	\$ 110,620	
J	\$ 87,448	\$ 93,178	\$ 104,369	\$ 113,610	
K	\$ 89,509	\$ 94,931	\$ 107,500	\$ 116,903	
L		\$ 96,680	\$ 110,725	\$ 120,177	
M			\$ 113,825	\$ 123,205	\$ 130,182
N			\$ 116,898	\$ 126,286	\$ 133,064
O			\$ 119,938	\$ 129,190	\$ 135,992
P			\$ 122,936	\$ 131,903	\$ 138,848
Q			\$ 126,009	\$ 134,673	\$ 141,763
R			\$ 128,908	\$ 137,501	\$ 144,740
S			\$ 131,722	\$ 140,332	\$ 147,780
T			\$ 134,422	\$ 143,209	\$ 150,735
U			\$ 137,110	\$ 146,145	\$ 153,298
V			\$ 139,784	\$ 149,142	\$ 155,750
W			\$ 142,510	\$ 152,124	\$ 158,711
X			\$ 145,218	\$ 155,167	\$ 161,726
Y			\$ 147,977	\$ 158,269	\$ 164,799
Z1				\$ 161,435	\$ 167,654
Z2				\$ 162,511	\$ 168,729

Base Raise 3.4%

New Trier Township High School Faculty Salary Schedule 2025-26

The 2025-2026 base salary will be determined by increasing the 2024-2025 base salary at each step of the schedule by the percentage change in the National CPI (CPI-U) for the 12-month period ending December 31, 2023, not to be lower than 2% or to exceed 4%.

School Year 2026-2027					
Step	SCALE 1 BA	SCALE 2 BA-18	SCALE 3 MASTERS	SCALE 4 MASTER TEACHER	SCALE 5 LEADER TEACHER
A	\$ 70,851	\$74,392	\$ 80,148		
B	\$ 72,977	\$77,226	\$ 83,193		
C	\$ 75,103	\$80,046	\$ 86,272		
D	\$ 77,229	\$82,927	\$ 89,378		
E	\$ 79,355	\$85,830	\$ 92,506		
F	\$ 81,480	\$88,665	\$ 95,374		
G	\$ 83,606	\$90,469	\$ 98,283		
H	\$ 85,732	\$92,274	\$ 101,230		
I	\$ 87,858	\$94,076	\$ 104,268	\$ 113,828	
J	\$ 89,984	\$95,880	\$ 107,396	\$ 116,905	
K	\$ 92,105	\$97,684	\$ 110,618	\$ 120,293	
L		\$99,484	\$ 113,936	\$ 123,662	
M			\$ 117,126	\$ 126,778	\$ 133,957
N			\$ 120,288	\$ 129,948	\$ 136,923
O			\$ 123,416	\$ 132,937	\$ 139,936
P			\$ 126,501	\$ 135,728	\$ 142,875
Q			\$ 129,663	\$ 138,579	\$ 145,874
R			\$ 132,646	\$ 141,489	\$ 148,937
S			\$ 135,542	\$ 144,402	\$ 152,066
T			\$ 138,320	\$ 147,362	\$ 155,106
U			\$ 141,086	\$ 150,383	\$ 157,744
V			\$ 143,838	\$ 153,467	\$ 160,267
W			\$ 146,643	\$ 156,536	\$ 163,314
X			\$ 149,429	\$ 159,667	\$ 166,416
Y			\$ 152,268	\$ 162,859	\$ 169,578
Z1				\$ 166,117	\$ 172,516
Z2				\$ 167,224	\$ 173,622

Base Raise 2.9%

New Trier Township High School Faculty Salary Schedule 2026-27

The 2026-2027 base salary will be determined by increasing the 2025-2026 base salary at each step of the schedule by the percentage change in the National CPI (CPI-U) for the 12-month period ending December 31, 2024, not to be lower than 1.5% or to exceed 3%.

New Trier Township High School Faculty Salary Schedule 2027-28

The 2027-2028 base salary will be determined by increasing the 2026-2027 base salary at each step of the schedule by the percentage change in the National CPI (CPI-U) for the 12-month period ending December 31, 2025, not to be lower than 1.5% or to exceed 3%.

APPENDIX III

Leadership Stipends

Teachers with Leadership Responsibilities (Appendix III)																			
Category	Factors		Class Concess		2023-24					2024-25					2025-26				
	Min.	Max.	Min.	Max.	Base:	Step 1	Step 2	Step 3	Step 4	Step 5	Base:	Step 1	Step 2	Step 3	Step 4	Step 5	Base:	Step 1	Step 2
Category A					\$64,029						\$66,590						\$68,854		
Department Chair (31 +)	18.20%	27.30%	5	6	\$11,653	\$13,110	\$14,567	\$16,023	\$17,480	\$18,937	\$12,119	\$13,634	\$15,149	\$16,664	\$18,179	\$19,694	\$12,531	\$14,098	\$15,664
Department Chair (16 - 30)	16.10%	22.90%	2	4	\$10,309	\$11,397	\$12,486	\$13,574	\$14,663	\$15,751	\$10,721	\$11,853	\$12,985	\$14,117	\$15,249	\$16,381	\$11,085	\$12,256	\$13,427
Department Chair (1 - 15)	13.90%	20.70%	1	3	\$8,900	\$9,989	\$11,077	\$12,166	\$13,254	\$14,343	\$9,256	\$10,388	\$11,520	\$12,652	\$13,784	\$14,916	\$9,571	\$10,741	\$11,912
Department Coord. (31 +)	10.40%	16.70%	2	3	\$6,659	\$7,667	\$8,676	\$9,684	\$10,693	\$11,701	\$6,925	\$7,974	\$9,023	\$10,072	\$11,121	\$12,170	\$7,161	\$8,245	\$9,330
Department Coord. (16 - 30)	9.40%	13.60%	1	2	\$6,019	\$6,691	\$7,363	\$8,036	\$8,708	\$9,380	\$6,259	\$6,959	\$7,658	\$8,357	\$9,056	\$9,755	\$6,472	\$7,195	\$7,918
Department Coord. (1 - 15)	8.30%	12.50%	1	2	\$5,314	\$5,987	\$6,659	\$7,331	\$8,004	\$8,676	\$5,527	\$6,226	\$6,925	\$7,625	\$8,324	\$9,023	\$5,715	\$6,438	\$7,161
Adviser Chair	16.10%	22.90%	5	5	\$10,309	\$11,397	\$12,486	\$13,574	\$14,663	\$15,751	\$10,721	\$11,853	\$12,985	\$14,117	\$15,249	\$16,381	\$11,085	\$12,256	\$13,427
Category B																			
Asst. Ath. Director	9.00%	14.00%	3	5	\$5,763	\$6,563	\$7,363	\$8,164	\$8,964	\$9,764	\$5,993	\$6,825	\$7,658	\$8,490	\$9,323	\$10,155	\$6,197	\$7,058	\$7,918
Performing Arts Coord.	9.00%	14.00%	1	4	\$5,763	\$6,563	\$7,363	\$8,164	\$8,964	\$9,764	\$5,993	\$6,825	\$7,658	\$8,490	\$9,323	\$10,155	\$6,197	\$7,058	\$7,918
Activities Coord. (W)	9.40%	14.60%	2	4	\$6,019	\$6,851	\$7,683	\$8,516	\$9,348	\$10,180	\$6,259	\$7,125	\$7,991	\$8,856	\$9,722	\$10,587	\$6,472	\$7,367	\$8,262
Athletic Coord.	8.00%	12.50%	0	2	\$5,122	\$5,843	\$6,563	\$7,283	\$8,004	\$8,724	\$5,327	\$6,076	\$6,825	\$7,575	\$8,324	\$9,073	\$5,508	\$6,283	\$7,058
Activities Coord. (N)	8.00%	12.50%	0	2	\$5,122	\$5,843	\$6,563	\$7,283	\$8,004	\$8,724	\$5,327	\$6,076	\$6,825	\$7,575	\$8,324	\$9,073	\$5,508	\$6,283	\$7,058
Category C																			
Health Services Dept. Chair	9.50%	14.00%	N/A	N/A	\$6,083	\$6,803	\$7,523	\$8,244	\$8,964	\$9,684	\$6,326	\$7,075	\$7,824	\$8,573	\$9,323	\$10,072	\$6,541	\$7,316	\$8,090
Dance Coordinator	8.75%	13.25%	0	2	\$5,603	\$6,323	\$7,043	\$7,764	\$8,484	\$9,204	\$5,827	\$6,576	\$7,325	\$8,074	\$8,823	\$9,572	\$6,025	\$6,799	\$7,574
Health Services Coordinator	5.25%	6.75%	N/A	N/A	\$3,362	\$3,602	\$3,842	\$4,082	\$4,322	\$4,562	\$3,496	\$3,746	\$3,995	\$4,245	\$4,495	\$4,744	\$3,615	\$3,873	\$4,131
IGSS Coordinator	5.25%	6.75%	0	2	\$3,362	\$3,602	\$3,842	\$4,082	\$4,322	\$4,562	\$3,496	\$3,746	\$3,995	\$4,245	\$4,495	\$4,744	\$3,615	\$3,873	\$4,131
EL Coordinator	5.25%	6.75%	0	4	\$3,362	\$3,602	\$3,842	\$4,082	\$4,322	\$4,562	\$3,496	\$3,746	\$3,995	\$4,245	\$4,495	\$4,744	\$3,615	\$3,873	\$4,131

Those holding both a Department Chair and Coordinator position will be paid the Chair stipend with a 20% enhancement and release time will be within the combined range for both positions.

APPENDIX IV

Extracurricular and Other Stipends

Extracurricular Stipends - Appendix IV (2023-24)														
Base							\$64,029							
Stipends														
Category	Min.	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
A	15.60%	22.60%	\$9,989	\$9,989	\$10,885	\$10,885	\$11,781	\$11,781	\$12,678	\$12,678	\$13,574	\$13,574	\$14,471	\$14,471
B	13.80%	20.55%	\$8,836	\$8,836	\$9,700	\$9,700	\$10,565	\$10,565	\$11,429	\$11,429	\$12,294	\$12,294	\$13,158	\$13,158
C	12.00%	18.50%	\$7,683	\$7,683	\$8,516	\$8,516	\$9,348	\$9,348	\$10,181	\$10,181	\$11,013	\$11,013	\$11,845	\$11,845
D	10.20%	16.45%	\$6,531	\$6,531	\$7,331	\$7,331	\$8,132	\$8,132	\$8,932	\$8,932	\$9,732	\$9,732	\$10,533	\$10,533
E	8.65%	13.05%	\$5,539	\$5,539	\$6,243	\$6,243	\$6,947	\$6,947	\$7,651	\$7,651	\$8,356	\$8,356	\$ -	\$ -
F	7.45%	11.65%	\$4,770	\$4,770	\$5,442	\$5,442	\$6,115	\$6,115	\$6,787	\$6,787	\$7,459	\$7,459	\$ -	\$ -
G	6.25%	9.85%	\$4,002	\$4,002	\$4,578	\$4,578	\$5,154	\$5,154	\$5,731	\$5,731	\$6,307	\$6,307	\$ -	\$ -
H	5.15%	6.65%	\$3,297	\$3,297	\$3,538	\$3,538	\$3,778	\$3,778	\$4,018	\$4,018	\$4,258	\$4,258	\$ -	\$ -
I	3.40%	4.40%	\$2,177	\$2,177	\$2,337	\$2,337	\$2,497	\$2,497	\$2,657	\$2,657	\$2,817	\$2,817	\$ -	\$ -
J	1.70%	2.20%	\$1,088	\$1,088	\$1,169	\$1,169	\$1,249	\$1,249	\$1,329	\$1,329	\$1,409	\$1,409	\$ -	\$ -
Stipends w/Class Concessions														
	Min.	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
AA	8.20%	12.95%	\$5,250	\$5,250	\$5,859	\$5,859	\$6,467	\$6,467	\$7,075	\$7,075	\$7,683	\$7,683	\$8,292	\$8,292
BB	7.40%	12.15%	\$4,738	\$4,738	\$5,346	\$5,346	\$5,955	\$5,955	\$6,563	\$6,563	\$7,171	\$7,171	\$7,780	\$7,780
CC	6.60%	11.35%	\$4,226	\$4,226	\$4,834	\$4,834	\$5,442	\$5,442	\$6,051	\$6,051	\$6,659	\$6,659	\$7,267	\$7,267

Extracurricular Stipends - Appendix IV (2024-25)														
		Base		\$66,590										
		Stipends												
Category	Min.	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
A	15.60%	22.60%	\$10,388	\$10,388	\$11,320	\$11,320	\$12,253	\$12,253	\$13,185	\$13,185	\$14,117	\$14,117	\$15,049	\$15,049
B	13.80%	20.55%	\$9,189	\$9,189	\$10,088	\$10,088	\$10,987	\$10,987	\$11,886	\$11,886	\$12,785	\$12,785	\$13,684	\$13,684
C	12.00%	18.50%	\$7,991	\$7,991	\$8,856	\$8,856	\$9,722	\$9,722	\$10,588	\$10,588	\$11,453	\$11,453	\$12,319	\$12,319
D	10.20%	16.45%	\$6,792	\$6,792	\$7,625	\$7,625	\$8,457	\$8,457	\$9,289	\$9,289	\$10,122	\$10,122	\$10,954	\$10,954
E	8.65%	13.05%	\$5,760	\$5,760	\$6,493	\$6,493	\$7,225	\$7,225	\$7,958	\$7,958	\$8,690	\$8,690	\$ -	\$ -
F	7.45%	11.65%	\$4,961	\$4,961	\$5,660	\$5,660	\$6,359	\$6,359	\$7,059	\$7,059	\$7,758	\$7,758	\$ -	\$ -
G	6.25%	9.85%	\$4,162	\$4,162	\$4,761	\$4,761	\$5,360	\$5,360	\$5,960	\$5,960	\$6,559	\$6,559	\$ -	\$ -
H	5.15%	6.65%	\$3,429	\$3,429	\$3,679	\$3,679	\$3,929	\$3,929	\$4,179	\$4,179	\$4,428	\$4,428	\$ -	\$ -
I	3.40%	4.40%	\$2,264	\$2,264	\$2,431	\$2,431	\$2,597	\$2,597	\$2,763	\$2,763	\$2,930	\$2,930	\$ -	\$ -
J	1.70%	2.20%	\$1,132	\$1,132	\$1,215	\$1,215	\$1,299	\$1,299	\$1,382	\$1,382	\$1,465	\$1,465	\$ -	\$ -
Stipends w/Class Concessions														
	Min.	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
AA	8.20%	12.95%	\$5,460	\$5,460	\$6,093	\$6,093	\$6,726	\$6,726	\$7,358	\$7,358	\$7,991	\$7,991	\$8,623	\$8,623
BB	7.40%	12.15%	\$4,928	\$4,928	\$5,560	\$5,560	\$6,193	\$6,193	\$6,825	\$6,825	\$7,458	\$7,458	\$8,091	\$8,091
CC	6.60%	11.35%	\$4,395	\$4,395	\$5,028	\$5,028	\$5,660	\$5,660	\$6,293	\$6,293	\$6,925	\$6,925	\$7,558	\$7,558

Extracurricular Stipends - Appendix IV (2025-26)														
		Base \$68,854												
		Stipends												
Category	Min.	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
A	15.60%	22.60%	\$10,741	\$10,741	\$11,705	\$11,705	\$12,670	\$12,670	\$13,633	\$13,633	\$14,597	\$14,597	\$15,561	\$15,561
B	13.80%	20.55%	\$9,501	\$9,501	\$10,431	\$10,431	\$11,361	\$11,361	\$12,290	\$12,290	\$13,220	\$13,220	\$14,149	\$14,149
C	12.00%	18.50%	\$8,263	\$8,263	\$9,157	\$9,157	\$10,053	\$10,053	\$10,948	\$10,948	\$11,842	\$11,842	\$12,738	\$12,738
D	10.20%	16.45%	\$7,023	\$7,023	\$7,884	\$7,884	\$8,745	\$8,745	\$9,605	\$9,605	\$10,466	\$10,466	\$11,326	\$11,326
E	8.65%	13.05%	\$5,956	\$5,956	\$6,714	\$6,714	\$7,471	\$7,471	\$8,229	\$8,229	\$8,985	\$8,985	\$ -	\$ -
F	7.45%	11.65%	\$5,130	\$5,130	\$5,852	\$5,852	\$6,575	\$6,575	\$7,299	\$7,299	\$8,022	\$8,022	\$ -	\$ -
G	6.25%	9.85%	\$4,304	\$4,304	\$4,923	\$4,923	\$5,542	\$5,542	\$6,163	\$6,163	\$6,782	\$6,782	\$ -	\$ -
H	5.15%	6.65%	\$3,546	\$3,546	\$3,804	\$3,804	\$4,063	\$4,063	\$4,321	\$4,321	\$4,579	\$4,579	\$ -	\$ -
I	3.40%	4.40%	\$2,341	\$2,341	\$2,514	\$2,514	\$2,685	\$2,685	\$2,857	\$2,857	\$3,030	\$3,030	\$ -	\$ -
J	1.70%	2.20%	\$1,170	\$1,170	\$1,256	\$1,256	\$1,343	\$1,343	\$1,429	\$1,429	\$1,515	\$1,515	\$ -	\$ -
		Stipends w/Class Concessions												
	Min.	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
AA	8.20%	12.95%	\$5,646	\$5,646	\$6,300	\$6,300	\$6,955	\$6,955	\$7,608	\$7,608	\$8,263	\$8,263	\$8,916	\$8,916
BB	7.40%	12.15%	\$5,096	\$5,096	\$5,749	\$5,749	\$6,404	\$6,404	\$7,057	\$7,057	\$7,712	\$7,712	\$8,366	\$8,366
CC	6.60%	11.35%	\$4,544	\$4,544	\$5,199	\$5,199	\$5,852	\$5,852	\$6,507	\$6,507	\$7,160	\$7,160	\$7,815	\$7,815

Extracurricular Stipends - Appendix IV (2026-27)														
		Base \$70,851												
		Stipends												
Category	Min.	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
A	15.60%	22.60%	\$11,052	\$11,052	\$12,044	\$12,044	\$13,037	\$13,037	\$14,028	\$14,028	\$15,020	\$15,020	\$16,012	\$16,012
B	13.80%	20.55%	\$9,777	\$9,777	\$10,733	\$10,733	\$11,690	\$11,690	\$12,646	\$12,646	\$13,603	\$13,603	\$14,559	\$14,559
C	12.00%	18.50%	\$8,503	\$8,503	\$9,423	\$9,423	\$10,345	\$10,345	\$11,265	\$11,265	\$12,185	\$12,185	\$13,107	\$13,107
D	10.20%	16.45%	\$7,227	\$7,227	\$8,113	\$8,113	\$8,999	\$8,999	\$9,884	\$9,884	\$10,770	\$10,770	\$11,654	\$11,654
E	8.65%	13.05%	\$6,129	\$6,129	\$6,909	\$6,909	\$7,688	\$7,688	\$8,468	\$8,468	\$9,246	\$9,246	\$ -	\$ -
F	7.45%	11.65%	\$5,279	\$5,279	\$6,022	\$6,022	\$6,766	\$6,766	\$7,511	\$7,511	\$8,255	\$8,255	\$ -	\$ -
G	6.25%	9.85%	\$4,429	\$4,429	\$5,066	\$5,066	\$5,703	\$5,703	\$6,342	\$6,342	\$6,979	\$6,979	\$ -	\$ -
H	5.15%	6.65%	\$3,649	\$3,649	\$3,914	\$3,914	\$4,181	\$4,181	\$4,446	\$4,446	\$4,712	\$4,712	\$ -	\$ -
I	3.40%	4.40%	\$2,409	\$2,409	\$2,587	\$2,587	\$2,763	\$2,763	\$2,940	\$2,940	\$3,118	\$3,118	\$ -	\$ -
J	1.70%	2.20%	\$1,204	\$1,204	\$1,292	\$1,292	\$1,382	\$1,382	\$1,470	\$1,470	\$1,559	\$1,559	\$ -	\$ -
		Stipends w/Class Concessions												
	Min.	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
AA	8.20%	12.95%	\$5,810	\$5,810	\$6,483	\$6,483	\$7,157	\$7,157	\$7,829	\$7,829	\$8,503	\$8,503	\$9,175	\$9,175
BB	7.40%	12.15%	\$5,244	\$5,244	\$5,916	\$5,916	\$6,590	\$6,590	\$7,262	\$7,262	\$7,936	\$7,936	\$8,609	\$8,609
CC	6.60%	11.35%	\$4,676	\$4,676	\$5,350	\$5,350	\$6,022	\$6,022	\$6,696	\$6,696	\$7,368	\$7,368	\$8,042	\$8,042

APPENDIX V

Documents Furnished to the Association and Board

The Board, upon receiving written request, will furnish to the Association the following documents or their equivalents:

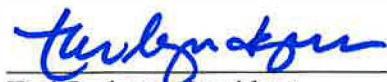
1. Board agenda.
2. Minutes of Board meetings, preliminary and official.
3. Monthly financial report.
4. Annual audit and year-end financial report to ISBE, as soon as they are available.
5. Annual legal budgets, tentative and final.
6. Unit expenditure report, if and when prepared.
7. Assessed valuation, tax rates, and funds derived from the state.
8. Number of faculty members on step and scale, FTEs, and number of part-time faculty members.
9. Summer grants, when approved by the Board.
10. Semester report of total conference and convention expenses.
11. Semester report of personal business days.
12. Access to insurance policies, experience rating sheets, and statistical enrollment data.
13. Master schedule with class count as of the opening of school.
14. List of positions of faculty members retiring or leaving.
15. Fringe benefit expenditure with breakdown as to areas defined in Article XI, Section L (4).
16. Names and addresses of new faculty members on August 1. If any faculty member is employed after August 1, the name and address will be available to the Association within 10 days after the faculty member is employed.
17. Information necessary for the processing of grievance as defined in this Agreement.
18. List of stipends and class concessions with the number of faculty members receiving each.
19. Any reasonable information, statistics and records which may be relevant to negotiations or necessary for the proper enforcement of the terms of this Agreement.

The Association, upon receiving written request, will furnish to the Board:

1. List of Association officers, to be available 10 days after the election.
2. List of Association standing committees and their members, to be available 10 days after the selection.

The New Trier Township High School Board of Education and the New Trier Township High School Education Association hereby ratify and accept this Agreement.

NEW TRIER TOWNSHIP HIGH SCHOOL
EDUCATION ASSOCIATION



Teri Rodgers, President

6.5.23

Date

NEW TRIER TOWNSHIP HIGH SCHOOL
BOARD OF EDUCATION



Keith Dronen, President

6-5-2023

Date

SIDE LETTER
Best Practices in the Block Schedule Committee

The administration is undertaking an evaluation of the number of instructional periods and minutes allocated to various courses through a collaborative process that includes input from faculty members. It is anticipated that this review will be completed in the 1st semester of the 2023-24 school year, with possible changes to instructional time implemented in the 2024-25 school year. If such a change is to be implemented, faculty will be notified by the first day of the second semester of the 2023-24 school year. The deadline for new course proposals or major course revisions will be amended for impacted departments.

The parties agree to negotiate any possible contractual implications based on the outcome of the committee's work and the final recommendation from the administration. If this change were made, the Association and the Administration would work together to maintain faculty tenured as of the first day of the 2024-25 school year through the transition.

NEW TRIER TOWNSHIP HIGH SCHOOL
EDUCATION ASSOCIATION


Teri Rodgers, President

6.5.23
Date

NEW TRIER TOWNSHIP HIGH SCHOOL
BOARD OF EDUCATION


Keith Dronen, President

6-5-2023
Date

To commit minds to inquiry, hearts to compassion
and lives to the service of humanity.®

<http://www.newtrier.k12.il.us>